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IDENTIFIERS	AIM

ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Center for Vocational and Technical Education at Ohio State University. It should be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Author, subject, and document number indexes provide entry to the abstracts. The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or paper copy reproductions. Ordering information is provided. (AJ)

ED 087895

VOLUME 6
NUMBER 4
1973

ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
1960 Kenny Rd., Columbus, Ohio, 43210

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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CE 000 786

MISSION OF THE CENTER

The Center for Vocational and Technical Education is an independent unit on The Ohio State University campus. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.

- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.

- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.

- Providing a national information storage, retrieval and dissemination system for vocational and technical education.

This publication was prepared pursuant to a contract with the Bureau of Occupational and Adult Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Bureau of Occupational and Adult Education position or policy.

ED 087899

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 6 NUMBER 4
1973

The Center for Vocational and Technical Education
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210

PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education

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SAMPLE RESUME

VT 013 122   ED 052 327

Richards, F.L.

Outlines of Courses in Ornamental Horticulture.

Pennsylvania State Univ., University Park.
Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C.
Div. of Adult, and Vocational Research.

EDRS PRICE MF-$0.65 HC-$3.29

Teacher-Educ-Ser-v12-n1

Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).

Pub Date - 71 56p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

Accession Number -- identification number sequentially assigned to reports as they are processed.

Author(s)

EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy.

Report Number and Bureau Number would appear here.

Publication date and total number of printed pages.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Grant Number, Contract Number, and Program Area Number would appear here.

Available source(s) if known at time of printing. Cost is included.

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's initials.

HOW TO USE AIM

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts, and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, preceding this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or Xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

ERRATA

VT 016 759, appearing on page 133 of AIM, Volume 6, Number 2, 1973, was entered with an erroneous availability statement. The document is not available from the source cited in the abstract. For further information concerning the availability of VT 016 759, contact the Information Acquisition Specialist, at The Center for Vocational and Technical Education.

ABSTRACTS

VT 016 200
ROSENTHAL, DORIS;AGRAN, PHYLLIS
INTRODUCTION TO ALLIED HEALTH CAREERS. STUDENT'S MANUAL.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV71 271P.

DESCRIPTORS - *MANUALS; *HEALTH OCCUPATIONS EDUCATION; HEALTH; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; *HEALTH OCCUPATIONS; HEALTH NEEDS; MEDICAL CASE HISTORIES; *HEALTH SERVICES; BEHAVIORAL OBJECTIVES; GOAL ORIENTATION; LEARNING ACTIVITIES; SECONDARY GRADES; *HEALTH PERSONNEL
IDENTIFIERS - BEGINNING COMPETENCE; EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDENT MANUAL FOR AN INTRODUCTORY HEALTH OCCUPATIONS EDUCATION CURRICULUM AT THE SECONDARY LEVEL CONTAINS THREE MODULES, WHICH COVER: (1) AN ORIENTATION TO THE HEALTH CARE SYSTEM, WITH FOUR TOPICAL UNITS, (2) MEETING THE NEEDS OF THE PATIENT THROUGH HEALTH CARE DELIVERY, WITH EIGHT SAMPLE MEDICAL CASE HISTORIES, AND (3) THE HEALTH CARE COMMUNITY, SPECIFICALLY REFERRING TO THE ROLE OF ETHICS AND THE LAW IN HEALTH WORK. DEVELOPED BY A PROJECT COMMITTEE OF EDUCATORS AT THE SECONDARY LEVEL, THESE MODULES INCLUDE EDUCATIONAL OBJECTIVES, INFORMATION SHEETS, WORKSHEETS, AND OTHER RESOURCE MATERIALS. SPECIFIC BEHAVIORAL OBJECTIVES AND LEARNING ACTIVITIES ARE CORRELATED IN A 2-COLUMN FORMAT. "REAL-LIFE" ACTIVITIES RELATING TO HEALTH CARE ENRICH THE CURRICULUM. A WIDE RANGE OF DRAWINGS ILLUSTRATES THE TEXT. (AG)

VT 016 608
CAREY, ZANE
OCCUPATIONAL ANALYSIS FOR: DATA PROCESSING TECHNOLOGY.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN72 103P. SECOND EDITION

DESCRIPTORS - GOAL ORIENTATION; *MANUALS; SYSTEMS APPROACH; BUSINESS EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; INSTRUCTIONAL SYSTEMS; OCCUPATIONAL INFORMATION; *DATA PROCESSING; *COMPUTER SCIENCE EDUCATION; *PROGRAM DEVELOPMENT; BEHAVIORAL OBJECTIVES; *JOB ANALYSIS; TASK ANALYSIS; EDUCATIONAL NEEDS; STATE PROGRAMS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS UPDATED LEADERS' GUIDE FOR DEVELOPING STATE BUSINESS DATA PROCESSING TECHNOLOGY PROGRAMS FOR TRAINING ENTRY LEVEL PROGRAMMERS AND COMPUTER OPERATORS IN WASHINGTON PRESENTS A "TRAINING PROGRAM MISSION STATEMENT" AND TASK ANALYSES, BOTH DEVELOPED BY A STATE-WIDE COMMITTEE OF LEADERS IN BUSINESS AND INDUSTRY FOR DATA PROCESSING. UTILIZING A SYSTEMS APPROACH, EACH ANALYSIS INCLUDES A RATIONALE, DEFINITION, AND BEHAVIORAL OBJECTIVES, PRESENTED IN A 3-COLUMN FORMAT. PARTICALLY FUNDED BY PUBLIC LAW 90-576, THIS OCCUPATIONAL ANALYSIS WILL PROVE USEFUL FOR ADMINISTRATORS, LOCAL ADVISORY COMMITTEES, CURRICULUM PLANNERS, TEACHERS, AND STUDENTS FOR PROVIDING AN OVERVIEW OF PROGRAM REQUIREMENTS, A TRAINING MANUAL, AND A TOOL FOR LEADERSHIP DEVELOPMENT. EDUCATIONAL NEEDS AND A PROGRAM RATIONALE ARE DETAILED, GIVING BLOCK DIAGRAM FORMS FOR THIS VOCATIONAL INSTRUCTIONAL SYSTEM, AN ORGANIZATIONAL CHART, AND THREE JOB DESCRIPTIONS. (AG)

VT 016 658
COMMUNICATIONS: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 166P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; WORKSHEETS; RESOURCE MATERIALS; EVALUATION TECHNIQUES; *COMMUNICATIONS; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; TEACHING PROCEDURES; LEARNING ACTIVITIES; GRAPHIC ARTS; PHOTOGRAPHY; ENGINEERING DRAWING
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED MODEL CURRICULUM GUIDE FOR A 1-SEMESTER COURSE IN COMMUNICATIONS AT THE SECONDARY LEVEL CONTAINS FOUR TABBED UNITS OF INSTRUCTION: (1) BEGINNING MECHANICAL DRAWING, (2) BEGINNING PHOTOGRAPHY, (3) BEGINNING GRAPHIC ARTS, AND (4) APPENDED RESOURCE MATERIALS. INTENDED FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, THESE INSTRUCTIONAL MATERIALS INCLUDE FOR EACH TOPIC. BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, LEARNING ACTIVITIES, AND TIME ALLOTMENTS. RESOURCE LISTS, SUPPLIES AND EQUIPMENT LISTS, STUDENT WORKSHEETS, AND EVALUATION ITEMS ARE PROVIDED. THIS DOCUMENT, DEVELOPED BY VOCATIONAL TEACHERS AND SUPERVISORS AT THE HIGH SCHOOL LEVEL, IS 3-HOLE PUNCHED FOR EASE IN ADDITION AND INSERTION OF SHEETS. (AG)

VT 016 673
TOOLS AND AREAS. LESSON I OF THEORY SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA. MATERIALS DEVELOPMENT UNIT.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.60)
PUB DATE - 66 40P.

DESCRIPTORS - *HAND TOOLS; SKILL DEVELOPMENT; *PROGRAMED MATERIALS; WORKSHEETS; VISUAL AIDS; ANSWER KEYS; *BARBERS; TRAINING OBJECTIVES; *TRADE AND INDUSTRIAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); TRAINING TECHNIQUES; OCCUPATIONAL TESTS; HUMAN SERVICES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - MANPOWER DEVELOPMENT AND

TRAINING ACT OF 1962; MDTA; *HAIRCUTTING

ABSTRACT - THIS PROGRAMMED LESSON FOR DEVELOPING BARBERS' HAIRCUTTING SKILLS IS INTENDED TO HELP THE STUDENT: (1) RECOGNIZE THE FOUR AREAS OF A HAIRCUT, (2) KNOW WHAT TOOLS ARE USED ON EACH AREA, AND (3) KNOW IN WHAT ORDER EACH AREA IS CUT. A PRE- AND A POST-TEST ARE INCLUDED SEPARATELY. WORKING DIAGRAMS ILLUSTRATE THE WORKSHEETS, WHICH PROVIDE AN ANSWER KEY. THIS DOCUMENT WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. (AG)

VT 016 677
METALS AND MECHANICAL CLUSTERS.

LEBANON UNION HIGH SCHOOL, OREG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN70 56P.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *EDUCATIONAL OBJECTIVES; *COURSE CONTENT; *LEARNING ACTIVITIES; *METAL WORKING OCCUPATIONS; TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE ON METALS AND MECHANICAL CLUSTERS INCLUDES AN 18-WEEK COURSE OUTLINE FOR WELDING, AND INFORMATION PLUS REQUIREMENTS ABOUT AN 18-WEEK MACHINE SHOP COURSE AND AN 18-WEEK POWER SHOP COURSE. THE COURSE OUTLINE CONTAINS AN EXTENSIVE DESCRIPTION OF CONTENT, MATERIAL, INSTRUCTIONAL OBJECTIVES, CLASSROOM ACTIVITIES, AND LABORATORY ACTIVITIES PRESENTED IN A 3-COLUMN FORMAT FOR THE INSTRUCTOR'S USE IN THE CLASSROOM. (DL)

VT 016 680
FREEDOM OF CHOICE IN CAREER SELECTION: "THE AMERICAN WAY." OCCUPATION BY CHOICE INSTEAD OF OCCUPATION BY CHANCE.

PILASCO EDUCATION CENTER, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 57P.

DESCRIPTORS - *CAREER CHOICE; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED BY THE PILASCO EDUCATION CENTER IN COOPERATION WITH NUMEROUS SCHOOL DISTRICTS OF SCIOTO COUNTY, OHIO, THIS GRADE 5 TEACHER'S GUIDE IS DESIGNED TO HELP TEACHERS PROVIDE CAREER INFORMATION TO THEIR STUDENTS THROUGH INFORMATION ON CAREER CLUSTERS. THE DOCUMENT GIVES SUGGESTED INSTRUCTIONAL APPROACHES FOR THE TEACHING OF CAREER INFORMATION. OCCUPATIONAL CLUSTERS ARE LISTED AND ARE ACCOMPANIED BY A SUGGESTION SHEET FOR SPEAKERS ON CAREER INFORMATION. CAREER INFORMATION LOG SHEETS ARE INCLUDED. A SUPPLEMENTARY CAREER DEVELOPMENT BOOKLET IS ATTACHED TO THE DOCUMENT AND GIVES A BRIEF OUTLINE OF CAREER CLUSTERS IN CAREER EDUCATION. AMONG THE CAREER CLUSTERS DESCRIBED ARE THE FOLLOWING OCCUPATIONS: (1) AGRICULTURE, (2) ARTISTIC, CLERICAL, AND COMMUNICATIVE SKILLS, (3) CONSTRUCTION, (4) EDUCATION, (5) ENTERTAINMENT, (6) FINANCE, (7) FOOD SERVICE, (8) GOVERNMENT, (9) HEALTH SERVICES, (10) HOMEMAKING, (11) LEGAL SERVICES, (12) MANAGEMENT, AND (13) RECREATION. (DL)

VT 016 688
LESSON PLANS FOR STANDARDIZED BOATING SAFETY TRAINING GUIDE.

COAST GUARD (DEPT. OF TRANSPORTATION), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL72 169P.

DESCRIPTORS - TRAINING OBJECTIVES; *LESSON PLANS; TEACHING GUIDES; *SAFETY; *SAFETY EDUCATION; *MILITARY TRAINING; RESOURCE MATERIALS; RECREATION; ACCIDENT PREVENTION; SAFETY EQUIPMENT; COURSE CONTENT; LAW ENFORCEMENT; *BOATMEN; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THESE 29 LESSON PLANS DETAIL COAST GUARD TRAINING PROCEDURES COVERING BOATING SAFETY STANDARDS. THIS TEACHING GUIDE PRESENTS TIME ALLOTMENTS, TRAINING OBJECTIVES, RESOURCE LISTS, AND AN OUTLINE OF TEACHING PROCEDURES WITH MAIN POINTS TO BE COVERED IN A 2-COLUMN FORMAT. A SUGGESTED LESSON SCHEDULE IS INCLUDED FOR THE VARIOUS TOPICS, WHICH RANGE FROM FIRST AID TO ARREST PROCEDURES. FEDERAL AND STATE LAWS REGULATING BOATING PRACTICES ARE DISCUSSED, GIVING THE JURISDICTION AND SCOPE OF AUTHORITY OF THESE LAWS. THE USE OF SAFETY EQUIPMENT IS EMPHASIZED, FOCUSING ON THE CORRECTION OF HAZARDOUS CONDITIONS AND ACCIDENT PREVENTION. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A NOTEBOOK. (AG)

VT 016 690
COWAN, SAMUEL S., SR.
MODULAR INSTRUCTION IN AUTOMOBILE BODY REPAIR VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG, VA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL70 171P.

DESCRIPTORS - *ADULT VOCATIONAL EDUCATION; JOB TRAINING; *CORRECTIONAL EDUCATION; *VOCATIONAL REHABILITATION; *AUTO MECHANICS; TRADE AND INDUSTRIAL EDUCATION; *SCHEDULE MODULES; PROJECT TRAINING METHODS; VOCATIONAL DEVELOPMENT; GOAL ORIENTATION; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; MANUFACTURING; MANUALS
IDENTIFIERS - *AUTOMOBILE BODY REPAIR; EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY A VOCATIONAL INSTRUCTOR FOR THE VOCATIONAL TRAINING OF INMATES AT A FEDERAL REFORMATORY, THIS SEQUENCE OF 22 MODULES FOR AUTOMOBILE BODY REPAIR INSTRUCTION CONTAINS A TOTAL OF 53 PERFORMANCE GOALS, EACH WITH GENERAL AND SPECIFIC OBJECTIVES, PERFORMANCE CRITERIA, TIME ALLOTMENTS, AND RESOURCE LISTS. A TRAINING PROGRESS REPORT AND OTHER PROGRAM FORMS ARE APPENDED. PRELIMINARY INSTRUCTIONS NOTE THAT THE FOLLOWING FIVE RELATED AREAS OF STUDY ARE UTILIZED WITH THIS MANUAL: (1) RELATED INFORMATION CLASSES, (2) PROGRAMED INSTRUCTION CLASSES, (3) RESOURCE MATERIALS CENTER, (4) TRADE THEORY, WHICH OFFERS SHOP

INSTRUCTION, AND (5) SPECIAL AND REMEDIAL EDUCATION CLASSES. (AG)

VT 016 691
SHROCK, CHARLES E.
MODULAR INSTRUCTION WELDING--VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG, VA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN71 209P.

DESCRIPTORS - JOB TRAINING; *ADULT VOCATIONAL EDUCATION; SKILL DEVELOPMENT; SEQUENTIAL APPROACH; BEHAVIORAL OBJECTIVES; PROJECT TRAINING METHODS; STUDENT EVALUATION; *SCHEDULE MODULES; TEACHING PROCEDURES; MANUFACTURING; VOCATIONAL DEVELOPMENT; *TRADE AND INDUSTRIAL EDUCATION; *PRISONERS; SHOP CURRICULUM; *WELDING
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS VOCATIONAL TRAINING PROGRAM FOR DEVELOPING WELDING SKILLS IS INTENDED FOR INMATES IN A FEDERAL REFORMATORY. DEVELOPED BY AN INSTRUCTOR OF VOCATIONAL EDUCATION, THE SPIRAL-BOUND INSTRUCTIONAL GUIDE CONTAINS SIX MODULAR UNITS OF 63 SEQUENTIAL PERFORMANCE OBJECTIVES. THE USE OF AUDIOVISUAL AIDS, MODULAR INSTRUCTION, AND RELATED STUDY MATERIALS ALLOWS FOR INTENSIFIED, INDIVIDUALIZED, AND FLEXIBLE SKILL TRAINING. SUPPLEMENTARY INSTRUCTION INCLUDES CLASSES IN: (1) RELATED INFORMATION, (2) PROGRAMED INSTRUCTION, (3) RESOURCE MATERIALS CENTER (VISUAL AIDS), AND (4) TRADE THEORY, WHICH IS TAUGHT BY THE SHOP INSTRUCTOR. THE INSTRUCTOR RECORDS EACH STUDENT'S PROGRESS ON INDIVIDUAL TRAINING PROGRESS RECORDS, WHICH ARE INCLUDED IN THE APPENDIXES. TEACHING PROCEDURES, SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED TIME ALLOTMENTS AND PERFORMANCE CRITERIA ARE GIVEN SEPARATELY FOR EACH STATEMENT OF A PERFORMANCE OBJECTIVE. (AG)

VT 016 692
GENTRY, WILLIAM L.
MODULAR INSTRUCTION--MACHINE SHOP VOCATIONAL TRAINING.

FEDERAL REFORMATORY, PETERSBURG, VA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY72 214P.

DESCRIPTORS - JOB TRAINING; *ADULT VOCATIONAL EDUCATION; SKILL DEVELOPMENT; SEQUENTIAL APPROACH; BEHAVIORAL OBJECTIVES; PROJECT TRAINING METHODS; STUDENT EVALUATION; *SCHEDULE MODULES; TEACHING PROCEDURES; MANUFACTURING; VOCATIONAL DEVELOPMENT; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *SHOP CURRICULUM; *PRISONERS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; *MACHINE SHOP

ABSTRACT - THIS VOCATIONAL TRAINING PROGRAM FOR DEVELOPING MACHINE SHOP SKILLS IS INTENDED FOR INMATES IN A FEDERAL REFORMATORY. DEVELOPED BY AN INSTRUCTOR OF VOCATIONAL EDUCATION, THE SPIRAL-BOUND INSTRUCTIONAL GUIDE CONTAINS 28 MODULAR UNITS OF 84 SEQUENTIAL PERFORMANCE OBJECTIVES. THE USE MADE OF AUDIOVISUAL AIDS, MODULAR INSTRUCTION, AND RELATED STUDY MATERIALS ALLOWS FOR INTENSIFIED, INDIVIDUALIZED, AND FLEXIBLE SKILL TRAINING. SUPPLEMENTARY INSTRUCTION INCLUDES CLASSES IN: (1) RELATED INFORMATION, (2) PROGRAMED INSTRUCTION, (3) RESOURCE MATERIALS CENTER (VISUAL AIDS), AND (4) TRADE THEORY, WHICH IS TAUGHT BY THE SHOP INSTRUCTOR. ADVANCED STUDENTS MAY GUIDE AND AID THOSE WHO HAVE NOT YET COMPLETED THEIR PERFORMANCE OBJECTIVES. THE INSTRUCTOR RECORDS EACH STUDENT'S PROGRESS ON INDIVIDUAL TRAINING PROGRESS RECORDS, WHICH ARE INCLUDED IN THE APPENDIXES. TEACHING PROCEDURES, SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED TIME ALLOTMENTS AND PERFORMANCE CRITERIA ARE GIVEN SEPARATELY FOR EACH STATEMENT OF A PERFORMANCE OBJECTIVE. (AG)

VT 016 697
THE BARBER'S 4 PREPARATORY STEPS. LESSON II OF THEORY SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA. MATERIALS DEVELOPMENT UNIT.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.75)
PUB DATE - 66 44P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUALIZED INSTRUCTION; MANPOWER DEVELOPMENT; *BARBERS; *TRADE AND INDUSTRIAL EDUCATION; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS AUTOINSTRUCTIONAL UNIT IS WRITTEN TO GIVE STUDENTS ADVICE ON THE FOUR STEPS THAT BARBERS SHOULD TAKE TO INSURE THEIR CUSTOMERS' COMFORT DURING THE BARBERING. THE STEPS INVOLVE PREPARING THE CUSTOMER FOR FOUR SEQUENTIAL ACTS: (1) CUTTING THE CUSTOMER'S HAIR, (2) SHAVING THE NECK, (3) DOING A FINAL CHECKUP, AND (4) RELEASING THE CUSTOMER. QUESTION AND ANSWER FORMS ARE PROVIDED WITHIN THE CONTEXT OF THE MATERIAL IN THE INSERT. (DL)

VT 016 707
ESTIMATING BRICK COURSES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA. MATERIALS DEVELOPMENT UNIT.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.50)
PUB DATE - 66 21P.

DESCRIPTORS - *STUDY GUIDES; VOCATIONAL EDUCATION; *BUILDING TRADES; *BRICKLAYING; *COURSE CONTENT; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; BEGINNING COMPETENCE

ABSTRACT - THE PURPOSE OF THIS SELF-STUDY GUIDE IS TO TEACH STUDENTS HOW TO ESTIMATE THE NUMBER OF BRICKS AND THE MORTAR IN A GIVEN AREA OF BRICK CONSTRUCTION. SIMPLE ARITHMETIC IS USED TO TEACH STUDENTS HOW TO CALCULATE THE HEIGHT OF A BRICK, A MORTAR

JOINT, A BRICK WALL, AND THE NUMBER OF COURSES IN A WALL. THE STUDY GUIDE ALSO CONTAINS AN ANSWER BOOK FOR QUESTIONS ASKED IN THE SELF-TEACHING UNIT. (DL)

VT 016 709
INTRODUCTIONS. A SELF-INSTRUCTIONAL PROGRAM.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.50)
PUB DATE - ND 16P.

DESCRIPTORS - *AUTOINSTRUCTIONAL AIDS; *SOCIAL DEVELOPMENT; *INTERPERSONAL COMPETENCE; *SOCIAL RELATIONS; SELF CONCEPT; WORKSHEETS; STUDY GUIDES; *ADULT EDUCATION
IDENTIFIERS - *INTRODUCTIONS; SELF AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET IS DESIGNED TO HELP TEACH THE USER SOME OF THE REASONS AND PROCEDURES FOR CORRECT INTRODUCTIONS. QUESTION AND ANSWER SHEETS ARE PROVIDED TO ALLOW THE READER TO PRACTICE HIS SKILL IN PERFORMING CORRECT INTRODUCTIONS. AS A UNIT IN SOCIAL STUDIES, THE MATERIAL IS INTENDED TO INCREASE ONE'S SELF CONCEPT, COURTESY, AND RESPECT FOR OTHERS IN THE PROCESS OF GAINING A SOCIAL SKILL. (DL)

VT 016 748
JOBS IN THE FORGING INDUSTRY.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.; WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 48P.

DESCRIPTORS - *CAREER EDUCATION; *INDUSTRIAL EDUCATION; *OCCUPATIONAL INFORMATION; *RESOURCE MATERIALS
IDENTIFIERS - *FORGING INDUSTRY; CAREER AWARENESS

ABSTRACT - THIS BOOKLET, DEVELOPED THROUGH THE OCCUPATIONAL ANALYSIS FIELD CENTER OF THE WISCONSIN STATE EMPLOYMENT SERVICE, CONTAINS GENERAL INFORMATION ABOUT THE FORGING INDUSTRY. CONTENTS OF THE BOOKLET ARE INCLUDED UNDER THE FOLLOWING CHAPTER HEADINGS: (1) HISTORY OF FORGING, (2) IMPRESSION DIE FORGING, (3) FORGING PRODUCTION AND FACILITIES, (4) OTHER TYPES OF FORGING, (5) THE FUTURE OF FORGING, AND (6) A JOB INDEX. (DL)

VT 016 781
HANDBOOK FOR ANALYZING JOBS.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (2900-0131, $2.50)
PUB DATE - 72 339P.

DESCRIPTORS - *TASK ANALYSIS; SCREENING TESTS; *JOB ANALYSIS; MANPOWER NEEDS; MANPOWER DEVELOPMENT; *GOVERNMENT PUBLICATIONS; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; *EMPLOYMENT QUALIFICATIONS; *OCCUPATIONAL INFORMATION; GOVERNMENT (ADMINISTRATIVE BODY); MANPOWER UTILIZATION; EDUCATIONAL DEVELOPMENT; ADULT VOCATIONAL EDUCATION; INNOVATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN THIS HANDBOOK, A NEW APPROACH AND A STRUCTURED PROCEDURE FOR OBTAINING AND RECORDING JOB ANALYSIS DATA ARE PRESENTED SO THAT CURRENT, COMPREHENSIVE INFORMATION ABOUT JOB REQUIREMENTS CAN BE COLLECTED TO HELP DEVELOP PRESENT AND FUTURE MANPOWER PROGRAMS. SUPERSEDING THE "TRAINING AND REFERENCE MANUAL FOR JOB ANALYSIS," THIS GOVERNMENT PUBLICATION WAS DEVELOPED BY EIGHT OF THE OCCUPATIONAL ANALYSIS FIELD CENTERS IN STATE EMPLOYMENT AGENCIES. THIS UPDATED METHODOLOGY WAS PILOT TESTED BY SELECTED OCCUPATIONAL ANALYSTS. THE EIGHT TOPICAL CHAPTERS COVER: (1) A DEFINITION OF JOB ANALYSIS AND ITS USES, (2) CONCEPTS AND PRINCIPLES IN JOB ANALYSIS, (3) PROCEDURES FOR CONDUCTING A JOB ANALYSIS STUDY IN AN ESTABLISHMENT, (4) THE STAFFING SCHEDULE, (5) THE JOB ANALYSIS SCHEDULE, (6) ORGANIZATION AND PROCESS FLOW CHARTS, (7) THE NARRATIVE REPORT, AND (8) VERIFICATION OF JOB ANALYSIS. THE APPENDIXES CONTAIN: (1) A DETAILED BREAKDOWN OF THE WORK PERFORMED INTO WORKER FUNCTIONS, WORK FIELDS, SENTENCE ANALYSIS, AND MATERIALS PRODUCTS, SUBJECT MASTER, AND SERVICES, (2) EXTENSIVE DESCRIPTIONS OF WORKER TRAITS AND EMPLOYMENT REQUIREMENTS, INCLUDING A DESCRIPTION OF THE GENERAL EDUCATIONAL DEVELOPMENT SCALE, AND (3) A BRIEF LIST OF AGENCY IDENTIFICATION NUMBERS FOR EACH STATE. (AG)

VT 016 785
KIRTZ, CATHERINE M.
HOME NURSING.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - MAY72 228P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *NURSING; UNIT PLANS; LESSON PLANS; *HEALTH EDUCATION; *ADULT EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK WAS WRITTEN TO CONVEY TO THE OLDER DEAF GIRL A BASIC KNOWLEDGE OF HOME CARE FOR THE SICK, FIRST AID IN ACCIDENTS AND EMERGENCIES, AND COPING WITH NATURAL DISASTERS. THE GUIDE CONSISTS OF TWELVE UNITS WHICH APPEAR UNDER THE FOLLOWING TITLES: (1) WHY TAKE HOME NURSING?, (2) KNOW YOURSELF, (3) KNOW YOUR BODY, (4) DISEASE, (5) EQUIPMENT, (6) PERSONAL CARE OF A PATIENT, (7) GENERAL TREATMENT, (8) FIRST AID, (9) VIOLENT EMERGENCIES, (10) SELF PROTECTION, (11) FOOD, NUTRITION, AND DIET FOR THE SICK, (12) ILLEGAL DRUGS. EACH UNIT CONSISTS OF SEVERAL LESSONS, AND EACH LESSON CONTAINS A STATEMENT OF OBJECTIVES, A LIST OF

INFORMATION GERMANE TO THE LESSON, A SECTION FOR VOCABULARY WORDS, AND AN ASSIGNMENT. (AUTHOR/DL)

VT 016 803
SCHOOL BUS MANUAL.

VERMONT STATE DEPT. OF EDUCATION, MONTPELIER.; VERMONT STATE DEPT. OF MOTOR VEHICLES, MONTPELIER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL68 25P.

DESCRIPTORS - *MANUALS; *STUDENT TRANSPORTATION; *STATE LAWS; *SCHOOL BUSES; EQUIPMENT; STUDENT LOADING AREAS; *RESPONSIBILITY
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - TO ASSIST THE INDIVIDUAL SCHOOL BUS DRIVER IN BECOMING MORE FAMILIAR WITH HIS JOB RESPONSIBILITIES AND TO SERVE AS A GUIDE FOR OTHERS CHARGED WITH THE TASK OF STUDENT TRANSPORTATION, THIS MANUAL WAS DEVELOPED. COVERED ARE SUCH TOPICS AS: (1) HUMAN RELATIONS, (2) QUALIFICATIONS OF SCHOOL BUS DRIVERS, (3) GENERAL RULES AND RECOMMENDATED PRACTICES FOR SAFE BUS OPERATION, (4) REGULATIONS REGARDING DRIVING ON HIGHWAYS, (5) THE IMPORTANCE OF CAREFUL PLANNING OF SCHOOL BUS ROUTE LAYOUTS, SCHEDULES, BUS STOPS, AND A CLEAN BUS. THE INTENT OF THIS PUBLICATION DOES NOT EXTEND BEYOND THAT OF PROVIDING THE INDIVIDUAL WITH A CLEAR PICTURE OF HIS POSITION AND DUTY AS A SCHOOL BUS DRIVER; THEREFORE, IT SHOULD NOT BE VIEWED AS A COMPLETE COURSE OF STUDY NOR USED TO GAIN A THOROUGH KNOWLEDGE OF MOTOR VEHICLE LAWS. OTHER BOOKS AND PROVISIONS MUST BE USED TO SATISFY THESE REQUIREMENTS. (SN)

VT 017 148
HOME ECONOMICS CURRICULUM GUIDE.

LOS ALAMOS PUBLIC SCHOOLS, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 17P.

DESCRIPTORS - *HOME ECONOMICS; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; CURRICULUM; *COURSE OBJECTIVES; SECONDARY GRADES; *INTEGRATED CURRICULUM; HOME ECONOMICS EDUCATION
IDENTIFIERS - *LOS ALAMOS SCHOOL DISTRICT

ABSTRACT - DEVELOPED FOR ADMINISTRATORS AND TEACHERS BY THE LOS ALAMOS PUBLIC SCHOOL STAFF, THIS HOME ECONOMICS GUIDE REFLECTS THE GENERAL PHILOSOPHY AND UNDERLYING GOALS COMMON TO THE ENTIRE SCHOOL DISTRICT. BUILT AROUND THE PRINCIPLE OF EXPOSURE AS A VEHICLE FOR CAUSING AWARENESS TO EXISTING PROBLEMS AND ENVIRONMENTAL CONDITIONS, IT SEEKS TO INVOLVE PUPILS IN SELF INSTRUCTIONAL ACTIVITIES AS WELL AS ACTIVITIES GEARED TO CREATIVE EXPRESSION AND REALISTIC EDUCATIONAL PURSUITS WHICH AID IN THE DEVELOPMENT OF THE CONFIDENCE NEEDED TO MAKE ADJUSTMENTS TO LIFE SITUATIONS. BASIC IN THE DESIGN IS THE INTEGRATION OF CONCEPTS FROM OTHER DISCIPLINES AND PREVIOUS LEARNING EXPERIENCES. COURSE OBJECTIVES IN CHILD DEVELOPMENT, CLOTHING, CREATIVE EXPRESSION THROUGH THE ARTS, CONSUMER BUYING AND MANAGEMENT, GROOMING, HEALTH, RELATIONSHIPS, HOUSING, FOODS AND NUTRITION, AND A COURSE FOR SPECIAL EDUCATION STUDENTS ARE BRIEFLY DESCRIBED WITH INSTRUCTIONAL GOALS ON 8 LEVELS. (SN)

VT 017 150
INTRODUCTION TO TABLE MANNERS. LESSON V OF LIVING SKILLS SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.65)
PUB DATE - 66 35P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SOCIAL DEVELOPMENT; WORKSHEETS; COURSE CONTENT; *SOCIAL BEHAVIOR
IDENTIFIERS - ATTITUDES APPRECIATIONS; *TABLE MANNERS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET CONSISTS OF LESSON V OF THE LIVING SKILLS SERIES. ITS PURPOSE IS TO TEACH GOOD TABLE MANNERS. TOPICS DISCUSSED TO THE BOOKLET INCLUDE THE FOLLOWING: (1) THE PLACE SETTING, (2) THE ORDER IN WHICH TO EAT YOUR FOOD, (3) HOW TO HOLD AND USE YOUR SILVERWARE, (4) FOODS THAT MAY AND MAY NOT BE EATEN WITH THE FINGERS, (5) SOME THINGS YOU SHOULD AND SHOULD NOT DO AT THE TABLE. VISUAL DESCRIPTIONS ARE PROVIDED AS WELL AS QUESTION AND ANSWER WORK SHEETS. (DL)

VT 017 151
USING DECIMALS. LESSON I OF MATH SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.50)
PUB DATE - 66 19P.

DESCRIPTORS - *PROGRAMED MATERIALS; ADULT EDUCATION; *DECIMAL FRACTIONS; WORKSHEETS; *COURSE CONTENT; MATHEMATICS CURRICULUM; SKILL DEVELOPMENT; *AUTOINSTRUCTIONAL AIDS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS DOCUMENT COMPRISES THE FIRST LESSON OF A MATH SERIES DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962. THE DOCUMENT PRESENTS CONTENT MATERIAL ON DECIMALS AND A SET OF PROBLEMS FOR STUDENTS TO WORK BASED ON THE INSTRUCTIONAL MATERIAL IN THE BOOKLET. PRE- AND POST-TEST WORK SHEETS ARE INCLUDED WITH THIS AUTOINSTRUCTIONAL AID. (DL)

VT 017 259
EVANS, J.A.
I KNOW A TELEPHONE OPERATOR. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03031
G.P. PUTNAM'S AND SONS, 210 MADISON AVE., NEW YORK, NEW YORK 10016
PUB DATE - 71 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; PRIMARY GRADES; *SERVICES; *TELEPHONE COMMUNICATION INDUSTRY; COMMUNICATIONS; SEMISKILLED OCCUPATIONS; SKILLED OCCUPATIONS; WORKING WOMEN; STORY READING; *OCCUPATIONAL INFORMATION; GUIDANCE
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF PUTNAM'S COMMUNITY HELPER SERIES, THIS BOOK FOCUSES ON THE VARIETY OF TASKS AND RESPONSIBILITIES OF TELEPHONE OPERATORS. MARIA AND CARLOS GARCIA VISIT THEIR MOTHER AT THE TELEPHONE COMPANY TO ATTEND A CHRISTMAS PARTY. BEFORE THE PARTY, THE CHILDREN ARE GIVEN A TOUR OF THE BUILDING AND ALLOWED TO WATCH THEIR MOTHER AS SHE DEALS WITH AN IMPATIENT CALLER, AN EMERGENCY, AND OTHER MORE ROUTINE DUTIES RELATED TO ACTUAL TELEPHONE CALLS. A PICTURE GLOSSARY AT THE END OF THE STORY REVIEWS SOME OF THE NEW WORDS AND CONCEPTS INTRODUCED. (PM)

VT 017 278
STANEK, MURIEL
I KNOW A DAIRYMAN. A COMMUNITY HELPER SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03017
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE ARTS; SOCIAL SCIENCES; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; ELEMENTARY GRADES; SERVICES; *DAIRYMEN; AGRICULTURE; *FARM OCCUPATIONS; *AGRIBUSINESS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - ONE OF A SERIES DEPICTING COMMUNITY HELPERS, THIS BOOK TELLS THE STORY OF AN ELEMENTARY SCHOOL CLASS'S VISIT TO A DAIRY. THE CHILDREN ARE TOLD ABOUT THE TYPES OF MILK COWS, THEIR DIET, AND ROUTINE. CLEANLINESS IN ALL PHASES OF MILK PRODUCTION IS EMPHASIZED. VARIOUS MILK PRODUCTS ARE DISPLAYED AND DISCUSSED ALONG WITH MILK-PRODUCING ANIMALS OTHER THAN THE COW. WHEN THE CLASS RETURNS TO SCHOOL, THEY CONSTRUCT A MINATURE DAIRY AND EXPERIMENT WITH MAKING BUTTER. A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 284
VOIGHT, VIRGINIA FRANCES
I KNOW A LIBRARIAN. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03023
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 46P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; PRIMARY GRADES; *LIBRARY SERVICES; *LIBRARIANS; GUIDANCE; LIBRARY FACILITIES
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT, ONE OF A SERIES DEPICTING ROLES OF COMMUNITY HELPERS, FOCUSES ON THE OCCUPATION OF LIBRARIAN. PERSPECTIVES OF THE OCCUPATION ARE PRESENTED IN STORY FORMAT, AND A PICTURE GLOSSARY HELPS TO REVIEW NEW VOCABULARY INTRODUCED IN THE TEXT. (PM)

VT 017 300
LENT, HENRY B.
MEN AT WORK IN THE MIDDLE ATLANTIC STATES. MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03116
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 125P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 5; GRADE 6; ILLUSTRATIONS; SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; GROUP DISCUSSIONS; AGRICULTURAL OCCUPATIONS; TECHNICAL OCCUPATIONS; UNSKILLED WORKERS; STEEL INDUSTRY; ELECTRICAL OCCUPATIONS; SCIENCE CAREERS; *OCCUPATIONS; *OCCUPATIONAL INFORMATION; *GEOGRAPHIC REGIONS; CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS; MIDDLE ATLANTIC STATES

ABSTRACT - THIS OCCUPATIONAL SURVEY IS WRITTEN FOR GRADES 5-6 AND IS PART OF THE "MEN AT WORK" SERIES. THERE ARE MANY KINDS OF JOBS DESCRIBED INCLUDING FARMING, FISHING, COAL MINING, AND VARIOUS TYPES OF FACTORIES. OTHER INDUSTRIES ARE STEEL, OIL, ELECTRICITY, CHEMICALS, SPACE AND ATOMIC POWER. THIS BOOK IS A REPORT, WITH MANY PHOTOGRAPHS, OF THE SKILLFUL MEN AND WOMEN WHO WORK IN THIS REGION. (PM)

VT 017 301
LENT, HENRY B.
MEN AT WORK IN NEW ENGLAND. MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03113
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 67 128P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; SOCIAL SCIENCES; ELEMENTARY GRADES; AREA STUDIES; *OCCUPATIONS; SOCIAL STUDIES; GEOGRAPHIC REGIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; NEW ENGLAND STATES

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK IS DESIGNED TO AID STUDENTS IN GRADES 4-6 IN A SOCIAL SCIENCE CURRICULUM. IT PRESENTS AN OVERALL VIEW OF OCCUPATIONS IN THE NEW ENGLAND STATES INCLUDING THE PRODUCTION OF SHOES, PAPER, HELICOPTERS AND TOBACCO. SPECIALTY OCCUPATIONS, SUCH AS TRAPPING LOBSTERS OR BUILDING NUCLEAR SUBMARINES, ARE ALSO REPORTED. (PM)

VT 017 303
LENT, HENRY B.

MEN AT WORK ON THE WEST COAST. MEN AT WORK SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03120
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SOCIAL SCIENCES; ELEMENTARY GRADES; GUIDANCE; INSTRUCTIONAL MATERIALS; SOCIAL STUDIES; *OCCUPATIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; GEOGRAPHIC REGIONS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; WEST COAST STATES

ABSTRACT - THIS BOOK, CONCENTRATING ON THE "GOLDEN WEST," DESCRIBES THE VARIOUS INDUSTRIES OF THE WEST COAST STATES, ESPECIALLY CALIFORNIA. A CHAPTER TITLED, "IT ALL STARTED WITH MICKEY MOUSE: TELLS THE STORY OF THE WALT DISNEY STUDIO WITH EMPHASIS ON THE WORK OF THE ARTIST. OTHER INDUSTRIES INCLUDE METAL MILLS, FISHERIES, FARMS, AND SHIPYARDS. PICTURES ACCOMPANY THE TEXT. (PM)

VT 017 313
HOW BEER IS MADE. MALT LIQUOR INDUSTRY JOBS.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.
MF AVAILABLE IN VT-ERIC SET.
WSES-3171-SER-1120-6-70
PUB DATE - ND 90P.

DESCRIPTORS - *RESOURCE MATERIALS; *CAREER EDUCATION; *PRODUCTION TECHNIQUES; MANUFACTURING; HISTORY; *COURSE CONTENT; MANPOWER UTILIZATION
IDENTIFIERS - *MALT LIQUOR INDUSTRY; CAREER AWARENESS; ECONCMIC AWARENESS

ABSTRACT - THIS BOOKLET WAS PREPARED TO ENABLE THOSE WHO WANT TO ENTER THE MALT LIQUOR INDUSTRY TO UNDERSTAND THE REQUIREMENTS AND OPPORTUNITIES UPON ENTRY. CONTENTS OF THE BOOKLET ARE ORGANIZED IN THE FOLLOWING CHAPTERS: (1) THE PLACE OF THE MALT LIQUOR INDUSTRY IN THE WORLD OF WORK, (2) BEER HAS A HISTORY, (3) BREWING IN AMERICA, (4) MAKING THE DRINK OF MODERATION, (5) THE FUTURE OF THE MALT LIQUOR INDUSTRY, (6) A CAREER IN MALT LIQUOR. (AUTHORS/DL)

VT 017 314
BEEF AND DAIRY CATTLE RAISING...JOBS.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.
MF AVAILABLE IN VT-ERIC SET.
WSES-3172-SER-1130-6-70
PUB DATE - ND 65P.

DESCRIPTORS - *RESOURCE MATERIALS; *CAREER EDUCATION; *AGRICULTURAL OCCUPATIONS; AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; AGRICULTURAL MACHINERY; *LIVESTOCK
IDENTIFIERS - *BEEF DAIRY INDUSTRY; CAREER AWARENESS

ABSTRACT - THIS DOCUMENT IS DESIGNED TO ACQUAINT THE READER WITH JOBS IN THE AGRICULTURE AND AGRICULTURE SERVICE INDUSTRY AS THEY EXIST IN THE MID-WEST REGION. THE BOOKLET CONTAINS INFORMATION ON JOB DUTIES, REQUISITE PERSONAL CHARACTERISTICS FOR WORKING IN THE INDUSTRY SUCH AS APTITUDES, INTERESTS, TEMPERAMENT AND PHYSICAL TRAITS, AND THE REQUIREMENTS AN EMPLOYER MIGHT SET SUCH AS EDUCATION AND PREVIOUS EXPERIENCE. CHAPTER TITLES IN THE BOOKLET INCLUDE THE FOLLOWING: (1) INTRODUCTION - AN ORIENTATION TO THE CATTLE RAISING INDUSTRY, (2) HISTORICAL HIGHLIGHTS - A SUMMARY OF THE DEVELOPMENT OF CATTLE, (3) COLONIAL CATTLE RAISING AND THE DAWN OF DAIRYING IN AMERICA, (4) CONTEMPORARY CATTLE, (5) DESCRIPTIONS OF JOBS, (6) TRENDS IN CATTLE RAISING, AND (7) JOB OPPORTUNITIES. (DL)

VT 017 320
MCWILLIAMS, MARGO;REISDORF, PATRICIA
LET'S GO TO BUILD A HIGHWAY. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03098
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ILLUSTRATIONS; ELEMENTARY GRADES; *INDEPENDENT STUDY; SUPPLEMENTARY READING MATERIALS; *ROAD CONSTRUCTION; *CIVIL ENGINEERING; *OCCUPATIONAL INFORMATION; *STORY READING
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR GRADES 2-4, THIS LARGE-PRINT ILLUSTRATED BOOK SHOWS STEP BY STEP HOW OUR MODERN ROADS ARE MADE. IT EXPLAINS ALL THE WORK THAT GOES INTO ROAD BUILDING EVEN BEFORE THE FIRST BIT OF LAND IS CLEARED, AND THEN SHOWS THE CONSTRUCTION WORKERS SUCH AS CARPENTERS AND CEMENT MASONS USING THE MACHINERY TO DO THEIR JOBS. THIS BOOK INCLUDES A GLOSSARY OF TERMS, A LIST OF THINGS TO DO WHILE READING, AND OTHER SOURCES OF INFORMATION ON HIGHWAY CONSTRUCTIONS. (PM)

VT 017 350
JOBS IN THE MANUFACTURE OF BUILDINGS.

WISCONSIN STATE EMPLOYMENT SERVICE, MADISON. OCCUPATIONAL ANALYSIS FIELD CENTER.; WISCONSIN STATE DEPT. OF INDUSTRY, LABOR AND HUMAN RELATIONS, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 39P.

DESCRIPTORS - *RESOURCE MATERIALS; *CAREER EDUCATION; *CONSTRUCTION INDUSTRY; PREFABRICATION; BUILDING TRADES; ROOFING; FLOORING; *TRADE AND INDUSTRIAL EDUCATION; *JOB TRAINING
IDENTIFIERS - *MANUFACTURED BUILDINGS INDUSTRY; CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS BOOKLET IS TO CONVEY TO THE READER NON-TECHNICAL INFORMATION ON JOBS IN THE PRODUCTION OF MANUFACTURED BUILDINGS. INFORMATION IN THIS BOOKLET INCLUDES THE FOLLOWING: (1) A SHORT HISTORY AND DESCRIPTION OF THE INDUSTRY, (2) AN EXPLANATION OF THE VARIOUS PRODUCTION TECHNIQUES, (3) A DESCRIPTION OF JOBS IN SUBASSEMBLY, SUCH AS FLOORS, INTERIOR WALLS, EXTERIOR WALLS, ROOFS, CABINETS, AND UTILITY

CORES, (4) AN EXPLANTION OF JOBS IN FACTORY ASSEMBLY, (5) AN EXPLANATION OF JOBS IN ON-SITE ASSEMBLY, AND (6) A DESCRIPTION OF CAREER OPPORTUNITIES IN THE FIELD. (DL)

VT 017 405
FINDING AND HOLDING A JOB. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-09592
LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 52P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *PROGRAMED INSTRUCTION; INDEPENDENT STUDY; PROBLEM SOLVING; SELF EVALUATION; CAREER PLANNING; *JOB APPLICANTS; *EMPLOYMENT INTERVIEWS; *TASK PERFORMANCE; *WORK ATTITUDES; EMPLOYMENT QUALIFICATIONS; PERFORMANCE
IDENTIFIERS - SELF AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THROUGH 10, COVERS SOURCES FOR FINDING A JOB, JOB INTERVIEWS AND HOLDING A JOB. THE SUBJECT MATTER IS ORGANIZED IN SMALL SEQUENTIAL STEPS AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 515
AGRICULTURE: CAREERS THAT IMPROVE THE QUALITY OF LIFE, RESTORE THE ENVIRONMENT, FEED THE WORLD.

MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE. DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 14P.

DESCRIPTORS - *RESOURCE GUIDES; *CAREER EDUCATION; *AGRICULTURAL OCCUPATIONS; OCCUPATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET IS DESIGNED TO GIVE A BRIEF DESCRIPTION OF CAREERS IN AGRICULTURE. THE BOOKLET LISTS AND DESCRIBES SOME OF THE FOLLOWING ARE AS OF WORK: TYPES OF FARMERS, TYPES OF PAID FARM WORKERS, OCCUPATIONS IN AGRICULTURAL PRODUCTS, AGRICULTURAL SERVICE OCCUPATIONS, AND OCCUPATIONS IN AGRICULTURAL SUPPLIES, AGRICULTURAL MECHANICS, ORNAMENTAL HORTICULTURE, MANAGEMENT OF NATURAL RESOURCES. (DL)

VT 017 516
OFFICE PRACTICE: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 35P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE PRACTICE; TYPEWRITING; STENOGRAPHY; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; DISADVANTAGED STUDENTS; *BUSINESS CORRESPONDENCE
IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THE MATERIALS DEVELOPED BY VOCATIONAL TEACHERS IN THIS SPECIAL PROJECT ARE CONCERNED WITH CURRICULA AND THOSE THINGS THAT SUPPLEMENT AND COMPLEMENT IT. THESE MATERIALS ARE PREPARED FOR PUPILS WITH SPECIAL NEEDS, PARTICULARLY THE DISADVANTAGED OR HANDICAPPED. THE WRITERS OF THIS GUIDE DESIGNED IT TO BE USED WITH MINIMUM MODIFICATION IN THE REGULAR VOCATIONAL EDUCATION CLASSROOM SETTING. THE UNITS ARE DESIGNED TO ACQUAINT THE PUPIL WITH ROUTINE BUSINESS LETTERS. THEY PROVIDE SUGGESTIONS ON HOW TO COMPOSE A CLEAR, EFFECTIVE BUSINESS LETTER AND INTRODUCE THE PUPIL TO THE ZONING IMPROVEMENT PLAN AND ITS INTEGRAL ROLE IN POSTAL SERVICE. ALTHOUGH THIS UNIT WAS PREPARED PRIMARILY FOR USE IN ADVANCED SHORTHAND, ADVANCED TYPEWRITING, AND OFFICE PRACTICES CLASSES, IT MAY ALSO BE USED IN INTRODUCTORY BUSINESS EDUCATION COURSES. IN ADDITION, IT MAY BE USED IN DISTRIBUTIVE EDUCATION COURSES. THE MATERIALS MAY BE USED BY A GROUP OR AN INDIVIDUAL. (AUTHORS/DL)

VT 017 517
BROOKS, W. KENT, AND OTHERS
ROLES AND PURPOSES OF HOME ECONOMICS EDUCATION WITHIN THE TOTAL SCOPE OF VOCATIONAL EDUCATION (PROFESSOR'S SECTION).

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15MAR72 12P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *VOCATIONAL EDUCATION; TEACHING PROCEDURES; *BEHAVIORAL OBJECTIVES; STUDENT EVALUATION; TESTING; *UNIT PLAN; OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - CAREER AWARENESS; *UNIPACS

ABSTRACT - THIS INSTRUCTIONAL PACKET PROVIDES AN INTRODUCTION TO HOME ECONOMICS EDUCATION FOR THE USE OF INSTRUCTORS OF VOCATIONAL LEARNERS WHO HAVE VARYING BACKGROUNDS IN THE SUBJECT AREA. OVER 20 BEHAVIORAL OBJECTIVES FOR THE 10-WEEK COURSE OF STUDY DEFINE THE ABILITIES AND INSIGHTS EXPECTED OF THE STUDENTS AND RANGE FROM RESEARCHING THE LITERATURE OF THE FIELD TO AN APPRAISAL OF SOCIETAL FORCES THAT COULD MOLD THE FUTURE CURRICULUM NEEDS IN THE AREA OF VOCATIONAL HOME ECONOMICS EDUCATION. EQUIPMENT NEEDED FOR THE TEACHING UNIT IS LISTED AND INSTRUCTIONS FOR EVALUATIONS ARE GIVEN. (MU)

VT 017 519
MANUFACTURING: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 204P.

DESCRIPTORS - *MANUFACTURING; CURRICULUM GUIDES; *DISADVANTAGED YOUTH; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; TEACHER DEVELOPED MATERIALS; RESOURCE MATERIALS; WORKSHEETS; TEACHING PROCEDURES; LEARNING ACTIVITIES; STUDENT TESTING; BEHAVIORAL OBJECTIVES
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THESE COLOR-KEYED MODEL INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION AT THE SECONDARY LEVEL WERE DEVELOPED BY A SPECIAL PROJECT COMMITTEE OF EDUCATORS IN INDUSTRIAL EDUCATION. INTENDED AS A SUGGESTED GUIDE FOR TEACHING UNITS WITHIN A 1-SEMESTER CURRICULUM ON MANUFACTURING, FOUR SECTIONS DEAL SEPARATELY WITH MANAGEMENT, METALS, PLASTIC, AND THE LABOR FORCE. FOR EACH TOPIC WITHIN A SECTION, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, STUDENT EVALUATION ITEMS, RESOURCE LISTS, STUDENT WORKSHEETS, AND LEARNING ACTIVITIES ARE INCLUDED. EXTENSIVE RESOURCE MATERIALS, INCLUDING A GUIDE TO AUDIOVISUAL AIDS USED IN THE MANUFACTURING CURRICULUM, ARE APPENDED. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY ADDITION OR REMOVAL OF PAGES. (AG)

VT 017 520
CONSTRUCTION: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 167P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CONSTRUCTION (PROCESS); *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; WORKSHEETS; RESOURCE MATERIALS; *CURRICULUM GUIDES; TEACHING PROCEDURES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED MODEL CURRICULUM GUIDE FOR A 1-SEMESTER INDUSTRIAL EDUCATION COURSE IN CONSTRUCTION AT THE SECONDARY LEVEL CONTAINS SIX TABBED UNITS OF INSTRUCTION: (1) TOOLS, EQUIPMENT, AND SUPPLIES, (2) TECHNOLOGY AND PEOPLE, WHICH COVERS LABOR PROCEDURES, (3) MANAGING CONSTRUCTION, (4) PRODUCTION TECHNOLOGY, (5) CITY AND REGIONAL PLANNING, AND (6) APPENDED RESOURCE MATERIALS. INTENDED FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, THESE INSTRUCTIONAL MATERIALS INCLUDE FOR EACH TOPIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, TIME ALLOTMENTS, AND LEARNING ACTIVITIES. RESOURCE LISTS, SUPPLIES AND EQUIPMENT LISTS, STUDENT WORKSHEETS, AND EVALUATION ITEMS ARE PROVIDED. DEVELOPED BY A PROJECT COMMITTEE OF VOCATIONAL TEACHERS AND SUPERVISORS AT THE HIGH SCHOOL LEVEL, THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION AND REMOVAL OF SHEETS. (AG)

VT 017 522
"CAREER AWARENESS" IN THE ELEMENTARY GRADES. INSTRUCTIONAL TELEVISION TEACHER'S GUIDE FOR GRADES FOUR, FIVE AND SIX.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DEPT. OF INSTRUCTION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 267P.

DESCRIPTORS - *TEACHING GUIDES; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *INTEGRATED CURRICULUM; BUILDING TRADES; MASS MEDIA; BUSINESS; HEALTH OCCUPATIONS; INDUSTRIAL PERSONNEL; TRANSPORTATION; HOME MANAGEMENT; MARKETING; *INSTRUCTIONAL TELEVISION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEACHER'S GUIDE FOR INSTRUCTIONAL TELEVISION, PREPARED BY THE MEMPHIS CITY SCHOOL SYSTEM, IS PRIMARILY CONCERNED WITH HELPING THE TEACHER INTRODUCE ELEMENTARY CHILDREN TO THE WORLD OF WORK. IT IS DESIGNED TO FAMILIARIZE STUDENTS WITH CLUSTERS OF OCCUPATIONS, THE TITLES OF VARIOUS JOBS, AND THE TOOLS GENERALLY ASSOCIATED WITH EACH WORKER. THE PROJECT WAS DEVELOPED AROUND THE CONCEPT THAT THERE IS DIGNITY AND SATISFACTION IN WORKING. TO ACHIEVE THIS GOAL, THE GUIDE IS ORGANIZED ACCORDING TO A 3-FOLD APPROACH: CLASSROOM PREPARATION FOR THE TELECAST LESSON, THE LESSON ITSELF, INCLUDING DISCUSSION AND QUESTIONS, AND THE FOLLOW-UP CLASSROOM ACTIVITIES. NUMEROUS OCCUPATIONS ARE PRESENTED INCLUDING THE FOLLOWING: CONSTRUCTION, COMMUNICATIONS, BUSINESS, HEALTH, INDUSTRIAL, TRANSPORTATION, PUBLIC SERVICES, HOMEMAKING, AND MARKETING OCCUPATIONS. FOR EACH OCCUPATIONAL CLUSTER CLASSROOM PREPARATION INCLUDES WORKING WITH VOCABULARY WORDS, DISPLAYING POSTERS OF WORKERS, COMPLETING MATH AND SCIENCE PROBLEMS, AND GENERAL PREPARATION FOR THE TELECAST. (AUTHORS/DL)

VT 017 525
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 10. DEVELOPING AN UNDERSTANDING OF THE CONTINUITY OF LIFE: HUMAN REPRODUCTION. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE BIOLOGY FOR THE SECONDARY SCHOOLS.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 50P.

DESCRIPTORS - *RESOURCE UNITS; *FAMILY LIFE EDUCATION; COURSE CONTENT; SECONDARY GRADES; *REPRODUCTION (BIOLOGY); *BIOLOGICAL SCIENCES; CURRICULUM ENRICHMENT; *SUPPLEMENTARY READING MATERIALS

ABSTRACT - DESIGNED FOR INSTRUCTION AT LEVEL 10, THIS FAMILY LIFE EDUCATION RESOURCE UNIT IS A SUPPLEMENT TO THE SECONDARY SCIENCE CURRICULUM GUIDE DEVELOPED FOR THE CHICAGO CITY SCHOOLS. FOCUSED ON THE SUBJECT OF HUMAN REPRODUCTION, AN ATTEMPT IS MADE TO COMPARE AND CONTRAST THE REPRODUCTIVE PATTERNS OF MAN WITH THAT OF OTHER MAMMALS. KEY CONCEPTS, VOCABULARLY WORDS AND SUCH SUPPORT MATERIALS

AS MEDIA AIDS, AND CLASS ACTIVITIES ARE PRESENTED TO FACILITATE INSTRUCTION. TO ENHANCE FURTHER COMPREHENSION ON THE PART OF THE TEACHER, AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM IS INCLUDED AS WELL AS THE GENERAL GOALS AND OBJECTIVES OF THE COURSE. REFERENCES AND AUDIO VISUAL AIDS SUPPLEMENT THE UNIT GUIDE. (SN)

VT 017 526
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 9. MY HEALTH PROBLEMS--GROWING UP. SUPPLEMENT TO THE CURRICULUM GUIDE FOR HEALTH AND SAFETY EDUCATION GRADES 9-12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 40P.

DESCRIPTORS - *RESOURCE UNITS; *FAMILY LIFE EDUCATION; HEALTH EDUCATION; *HIGH SCHOOL CURRICULUM; COURSE CONTENT; *PERSONAL GROWTH; MATURATION; HUMAN DEVELOPMENT; ADOLESCENCE

ABSTRACT - A SUPPLEMENT TO THE HEALTH AND SAFETY EDUCATION CURRICULUM GUIDE FOR GRADES 9-12 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT WAS DESIGNED FOR INSTRUCTION AT LEVEL 7. FOCUSED ON THE TOPIC, "MY HEALTH PROBLEMS-GROWING UP," IT CONTAINS AN INSTRUCTIONAL OUTLINE OF SUBJECT MATTER WITH GENERAL COMMENTS ABOUT THE UNIT, SPECIFIC GOALS, KEY CONCEPTS TO BE PRESENTED, VOCABULARY WORDS, AND SUGGESTED ACTIVITIES AND MATERIALS WHICH MIGHT BE USED. TO FURTHER FACILITATE INSTRUCTIONAL COMPREHENSION, OVERALL GOALS AND OBJECTIVES OF THE COURSE ARE INCLUDED AS WELL AS AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM. COVERED ARE: ADOLESCENCE, HUMAN REPRODUCTION, HEREDITARY INFLUENCES, AND SOCIAL RELATIONSHIPS. A BIBLIOGRAPHIC REFERENCE OF BOOKS, PAMPHLETS, FILMS AND OTHER MEDIA FOR USE BY THE INSTRUCTOR AND STUDENTS ARE PROVIDED. (SN)

VT 017 527
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 7. FINDING OUT ABOUT THE CAUSE AND PREVENTION OF COMMUNICABLE DISEASES. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 7 AND 8.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 25P.

DESCRIPTORS - *RESOURCE UNITS; *UNIT PLAN; *FAMILY LIFE EDUCATION; GRADE 7; GRADE 8; *COMMUNICABLE DISEASES; DISEASE CONTROL; *SUPPLEMENTARY READING MATERIALS; CURRICULUM ENRICHMENT

ABSTRACT - A SUPPLEMENT TO THE SCIENCE CURRICULUM FOR GRADES 7 AND 8 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT FOCUSES ON THE CAUSES OF COMMUNICABLE DISEASES AND METHODS OF PREVENTING THEIR OCCURRENCE. DESIGNED FOR INSTRUCTION AT LEVEL 7, THIS UNIT CONTAINS A CURRICULUM OVERVIEW OF THE PROGRAM AND OUTLINES ITS GOALS AND OBJECTIVES. TO FACILITATE INSTRUCTION OF THE UNIT, KEY CONCEPTS, VOCABULARY WORDS, ACTIVITIES AND SUGGESTED MATERIALS TO BE USED ARE PRESENTED. CONTENT TO BE COVERED INCLUDE: (1) DISEASES WHICH OCCUR DURING THE VARIOUS STATES OF GROWTH IN EARLY SCHOOL-AGE CHILDREN, AND ADOLESCENTS, (2) BACTERIA AND VIRUS CAUSED DISEASES, AND (3) THE RESPONSIBILITY OF INDIVIDUALS TO SAFEGUARD THE HEALTH OF OTHERS. REFERENCES FOR USE BY THE TEACHER AND PUPILS ARE INCLUDED. (SN)

VT 017 530
YORK, EDWIN
DOCTORAL DISSERTATIONS CONCERNING CAREER EDUCATION, 1960-1971.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY72 32P.

DESCRIPTORS - *CAREER EDUCATION; *DOCTORAL THESES; *BIBLIOGRAPHIES; *RESEARCH PROJECTS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - A LIST OF 781 DOCTORAL DISSERTATIONS, WHICH ARE RELATED TO VARIOUS ASPECTS OF THE FIELD OF CAREER EDUCATION CONSTITUTES THIS DOCUMENT. ALL OF THEM ARE AVAILABLE FOR USE IN ROLL MICROFILM FORMAT AT THE NEW JERSEY OCCUPATIONAL RESEARCH AND DEVELOPMENT RESOURCE CENTER AT EDISON, N.J. A DOCUMENT NUMBER PROVIDES A KEY TO USING EACH ITEM. THE DISSERTATIONS ARE LISTED UNDER 55 TOPICS IN AN ALPHABETICAL ORDERING OF A KEY WORK IN EACH TITLE. AN AUTHOR LIST IS PROVIDED. (MU)

VT 017 533
OETKEN, HAROLD
GENERAL BUSINESS: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 175P.

DESCRIPTORS - WORKSHEETS; TRANSPARENCIES; RESOURCE MATERIALS; *CURRICULUM GUIDES; *SUMMER PROGRAMS; *DISADVANTAGED YOUTH; SECONDARY GRADES; *BUSINESS EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; MONEY MANAGEMENT; MARKETING; TEACHER DEVELOPED MATERIALS; FLEXIBLE PROGRESSION; TESTS
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE FOR A SUMMER PROGRAM IN GENERAL BUSINESS AT THE HIGH SCHOOL LEVEL, AS PART OF A BUSINESS EDUCATION PROGRAM FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, WAS DEVELOPED BY VOCATIONAL TEACHERS FOR A SPECIAL CURRICULUM DEVELOPMENT PROJECT FOR PUPILS WITH SPECIAL NEEDS. UTILIZING A FLEXIBLE FORMAT, THE CURRICULUM MATERIALS FOCUS ON CHECKING

ACCOUNTS, CREDIT, AND COMPUTATION OF INTEREST RATES. NUMEROUS STUDENT WORKSHEETS, STUDENT TESTS, TRANSPARENCIES, ANSWER KEYS, AND INFORMATION SHEETS ARE PROVIDED. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION OR REMOVAL OF PAGES. (AG)

VT 017 548
A GUIDE FOR IMPLEMENTING CAREER EDUCATION IN THE DAVENPORT COMMUNITY SCHOOL DISTRICT.

DAVENPORT COMMUNITY SCHOOLS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 32P.

DESCRIPTORS - *PROGRAM GUIDES; *CAREER EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; *MODELS; *EDUCATIONAL PLANNING; EDUCATIONAL OBJECTIVES; CAREER OPPORTUNITIES; PROGRAM PLANNING; INTEGRATED CURRICULUM; OCCUPATIONAL CLUSTERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDE WAS DESIGNED FOR PURPOSES OF IMPLEMENTING CAREER EDUCATION INTO THE EXISTING CURRICULUM OF GRADES K THROUGH 12, IN A MIDWESTERN COMMUNITY SCHOOL DISTRICT. THE GUIDES PROVIDE AN EXPLANATION OF THE IOWA MODEL FOR CAREER DEVELOPMENT, CAREER EDUCATION MODEL DEFINITIONS, BASIC CONCEPTS OF THE MODEL, PROGRAM OBJECTIVES FOR CAREER EDUCATION, AN ORGANIZATIONAL PLAN FOR CAREER EDUCATION, A LIST OF FIFTEEN OCCUPATIONAL CLUSTERS FOR THE WORLD OF WORK, AND EDUCATIONAL OBJECTIVES IN CAREER EDUCATION AT THE ELEMENTARY AND JUNIOR HIGH GRADE LEVELS. (DL)

VT 017 549
CAREER EDUCATION RESEARCH AND DEVELOPMENT PROJECT. CURRICULUM GUIDE.

LAFAYETTE PARISH SCHOOL BOARD, LA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-0725
PUB DATE - AUG72 402P.

DESCRIPTORS - HUMANITIES; ELEMENTARY GRADES; SECONDARY GRADES; *CURRICULUM GUIDES; *CAREER EDUCATION; RESOURCE MATERIALS; VISUAL AIDS; LEARNING ACTIVITIES; VOCATIONAL DEVELOPMENT; *RESEARCH PROJECTS; RELEVANCE (EDUCATION); *LESSON PLANS; BEHAVIORAL OBJECTIVES; EVALUATION PROCEDURES; *INTEGRATED CURRICULUM
IDENTIFIERS - *PUBLIC LAW 90 576; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED IN THE FIRST PHASE OF A RESEARCH PROJECT FOR AN INTEGRATED CAREER EDUCATION PROGRAM, CONTAINS: (1) SAMPLE LESSON PLANS INTENDED TO SUPPLEMENT THE REGULAR CURRICULUM AND CORRELATED WITH EACH SUBJECT AREA, (2) DEFINITION, GOALS, AND CONCEPTS FOR CAREER EDUCATION, (3) A VARIETY OF VISUAL AIDS AND RESOURCE MATERIALS, AND (4) BLANK SPACE FOR THE TEACHER'S NOTES. STRESSING THE RELEVANCE OF A CAREER EDUCATION PROGRAM, THESE CURRICULUM GUIDES INCLUDE FOR EACH GRADE LEVEL FROM KINDERGARTEN THROUGH GRADE 9 NUMEROUS LESSON PLANS, EACH WITH BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES, RESOURCE LISTS, AND EVALUATION PROCEDURES. CORRELATED WITH GENERAL AND SPECIFIC CONCEPTS, THESE CURRICULUM PLANS WERE DEVELOPED BY A CURRICULUM DEVELOPMENT TEAM OF TEN TEACHERS FROM CAREER EDUCATION TARGET SCHOOLS, WITH THE AID OF SEVERAL PRINCIPALS AND A CAREER EDUCATION EVALUATION TEAM, AND FEDERALLY FUNDED UNDER TITLE I OF PUBLIC LAW 90-576. THIS DOCUMENT IS 2-HOLE PUNCHED FOR EASY INSERTION OR REMOVAL OF PAGES. (AG)

VT 017 556
SHORTHAND: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 140P.

DESCRIPTORS - BUSINESS EDUCATION; *VOCATIONAL EDUCATION; *OFFICE PRACTICE; *CURRICULUM GUIDES; VISUAL AIDS; STUDY GUIDES; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; *DISADVANTAGED YOUTH; *STENOGRAPHY; MARKETING; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; STUDENT TESTING
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED BY A HIGH SCHOOL VOCATIONAL TEACHER AS A SPECIAL SUMMER PROJECT, CONTAINS INSTRUCTIONAL MATERIALS IN SHORTHAND AND OFFICE SKILLS FOR USE WITH DISADVANTAGED STUDENTS IN A VOCATIONAL BUSINESS EDUCATION PROGRAM AT THE HIGH SCHOOL LEVEL. A WIDE RANGE OF TRANSPARENCIES, SLIDE-TAPE MATERIALS, AND QUIZZES CAN BE ADAPTED FOR REGULAR CLASSES, LARGE GROUP PRESENTATIONS, OR INDIVIDUALIZED STUDY PACKETS. ANSWER KEYS FOR TEACHERS AND SAMPLE ANSWER SHEETS ARE PROVIDED IN THIS DOCUMENT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION OR REMOVAL OF PAGES. BEHAVIORAL OBJECTIVES, STUDY GUIDES, AND TEACHING SUGGESTIONS ARE INCLUDED FOR EACH UNIT OF STUDY. (AG)

VT 017 571
DARCY, ROBERT L.;POWELL, PHILLIP E.
MANPOWER DEVELOPMENT OPPORTUNITIES IN AMERICAN ECONOMIC LIFE.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 251P. REVISED EDITION

DESCRIPTORS - *STUDY GUIDES; *TEXTBOOKS; *OCCUPATIONAL INFORMATION; GRADE 8; *LABOR MARKET; ECONOMICS; TECHNOLOGICAL ADVANCEMENT; MANPOWER UTILIZATION
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS STUDENT TEXT AND ACCOMPANYING STUDY GUIDE ARE DESIGNED TO ACQUAINT EIGHTH GRADE STUDENTS WITH INFORMATION CONCERNING PRESENT AND FUTURE WORK SITUATIONS. CASE HISTORIES, GRAPHS, LINE DRAWINGS, AND TEXTUAL INFORMATION ARE CONTAINED IN SECTIONS TITLED: (1) THE JOY OF WORK, (THE WORLD OF WORK), (3) BASIC ECONOMIC PRINCIPLES, (4) ECONOMIC VALUE OF EDUCATION, (5) THE MANPOWER MARKET, AND (6) TECHNOLOGICAL CHANGE. (SB)

VT 017 572
ADVISORY COUNCILS ARE ESSENTIAL TO VOCATIONAL

EDUCATION PROGRAMS IN NEVADA.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
JON V. KRUG, EXECUTIVE DIRECTOR, NEVADA ADVISORY COUNCIL FOR MANPOWER TRAINING AND CAREER EDUCATION, STATE MAIL ROOM, CARSON CITY, NV 89701 ($1.50)
PUB DATE - JUN67 10P.

DESCRIPTORS - *ADVISORY COMMITTEES; *VOCATIONAL EDUCATION; *PROGRAM PLANNING; EDUCATIONAL PROGRAMS; *PROGRAM ADMINISTRATION; LOCAL ISSUES
IDENTIFIERS - NEVADA; *LOCAL CONTROL

ABSTRACT - REALIZING THE NEED FOR THE DEVELOPMENT OF STRONG, EFFECTIVE ADVISORY COUNCILS AT THE LOCAL LEVEL TO AID IN THE PLANNING AND FUNCTIONAL OPERATION OF VOCATIONAL EDUCATION PROGRAMS SO AS TO KEEP THEM ATTUNED TO THE MANPOWER NEEDS OF THE COUNTRY, THIS BULLETIN, PREPARED BY NEVADA'S STATE DEPARTMENT OF EDUCATION, SETS FORTH SOME ORGANIZATIONAL GUIDELINES AND IMPLEMENTATION PROCEDURES TO HELP IN THE INITIATION PROCESS. TO FURTHER INSURE ITS OPERATION, 14 SUGGESTED OPERATIONAL PRACTICES ARE LISTED. (SN)

VT 017 573
RUTKEVICH, M.N., ED.
THE CAREER PLANS OF YOUTH.

DOCUMENT NOT AVAILABLE FROM EDRS.
INTERNATIONAL ARTS & SCIENCES PRESS, 901 N. BROADWAY, WHITE PLAINS, NY 10603
PUB DATE - 69 158P.

DESCRIPTORS - *CAREER PLANNING; VOCATIONAL DEVELOPMENT; BOOKS; TABLES (DATA); RUSSIAN LITERATURE; *YOUTH; EDUCATION; SOCIAL MOBILITY; OCCUPATIONAL MOBILITY; SOCIOECONOMIC INFLUENCES; STUDENT ROLE; SECONDARY GRADES; *OCCUPATIONAL ASPIRATION; *EDUCATIONAL SOCIOLOGY; *FOREIGN COUNTRIES
IDENTIFIERS - LABOR FORCE PARTICIPATION; *RUSSIA; ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - THIS VOLUME OF ARTICLES PREPARED BY THE PHILOSOPHY DEPARTMENT AND THE SOCIOLOGICAL LABORATORY OF THE URALS STATE UNIVERSITY, PRESENTS THE RESULTS OF A SERIES OF EMPIRICAL STUDIES IN THE GENERAL AREA OF THE SOCIOLOGY OF EDUCATION. THE STUDIES DEAL WITH SUCH SUBJECTS AS THE EDUCATIONAL AND CAREER ASPIRATIONS OF STUDENTS, THEIR ACCESS TO ADVANCED EDUCATION, AND THE EXTENT OF SOCIAL MOBILITY IN SOVIET SOCIETY. AN UNUSUALLY REVEALING FEATURE OF THE STUDIES IS THE FOCUS ON SOCIAL CLASS DIFFERENCES IN ASPIRATION LEVELS, OCCUPATIONAL CHOICES, AND PERCEPTIONS OF ALTERNATIVE WORK CAREERS. THE DATA, PRESENTED IN NUMEROUS TABLES, PROVIDE THE BASIS FOR COMPARISONS WITH WESTERN STUDIES OF CLASS STRUCTURE AND THE SOCIAL MOBILITY IN NON-SOCIALIST INDUSTRIALIZED SOCIETIES. THIS BOOK WAS WRITTEN BY THE DEAN OF THE PHILOSOPHY DEPARTMENT AT URALS STATE UNIVERSITY AND WAS TRANSLATED AND EDITED BY A PROFESSOR OF ECONOMICS AT HOFSTRA UNIVERSITY. (EDITOR/AG)

VT 017 574
ORNAMENTAL HORTICULTURE: AGRI-BUSINESS CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 241P.

DESCRIPTORS - LESSON PLANS; SECONDARY GRADES; PRODUCER SERVICES; *CURRICULUM GUIDES; VISUAL AIDS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; MOTIVATION TECHNIQUES; *DISADVANTAGED YOUTH; *AGRIBUSINESS; *ORNAMENTAL HORTICULTURE; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; *ORNAMENTAL HORTICULTURE OCCUPATION
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR AN ORNAMENTAL HORTICULTURE COURSE WAS INTENDED FOR EITHER GRADE 10 OR GRADE 11 IN A VOCATIONAL AGRIBUSINESS PROGRAM FOR DISADVANTAGED STUDENTS. DEVELOPED BY A PROJECT COMMITTEE OF SECONDARY SCHOOL TEACHERS, SUPERVISORS, AND ADMINISTRATORS IN VOCATIONAL AND AGRICULTURAL EDUCATION, THESE INSTRUCTIONAL MATERIALS INCLUDE COURSE OUTLINES FOR EIGHT UNITS OF STUDY: (1) NURSERY PRODUCTION, (2) GREENHOUSE PRODUCTION, (3) LANDSCAPE MAINTENANCE CONTRACTING, (4) RETAIL FLORICULTURE, (5) TURFGRASS MAINTENANCE, (6) GARDEN STORE OPERATION, (7) ARBORICULTURE, AND (8) HORTICULTURE MECHANICS. FOR EACH COURSE, A DETAILED INSTRUCTIONAL OUTLINE IS PRESENTED WITH DAILY LESSON PLANS, WHICH INCLUDE SPECIFIC BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCE LISTS. A WIDE RANGE OF VISUAL AIDS, INFORMATION SHEETS, TERM DEFINITIONS, AND OTHER RESOURCE MATERIALS ARE PROVIDED. TEACHING PROCEDURES ARE DETAILED, INCLUDING SUGGESTIONS FOR MOTIVATING THE STUDENTS. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION AND REMOVAL OF PAGES. (AG)

VT 017 576
SOIL SCIENCE AND PLANT TECHNOLOGY: AGRI-BUSINESS CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 181P.

DESCRIPTORS - LESSON PLANS; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; MOTIVATION TECHNIQUES; *CURRICULUM GUIDES; TEACHING PROCEDURES; *DISADVANTAGED YOUTH; AGRIBUSINESS; *SOIL SCIENCE; *PLANT SCIENCE; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; INDUSTRIAL TECHNOLOGY
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE FOR A 1-SEMESTER COURSE AT THE HIGH SCHOOL LEVEL IN SOIL SCIENCE AND PLANT TECHNOLOGY IS INTENDED TO BE PART OF A VOCATIONAL AGRIBUSINESS

PROGRAM FOR DISADVANTAGED STUDENTS. DEVELOPED BY A CURRICULUM COMMITTEE OF TWO SECONDARY VOCATIONAL AGRICULTURE INSTRUCTORS, THIS COURSE OUTLINE EMPHASIZES THE APPLICATION OF TECHNOLOGY TO SOILS AND CROP PRODUCTION. PREPARED AS AN AID FOR OMAHA VOCATIONAL AGRICULTURE INSTRUCTORS IN DEVELOPING A COURSE OF STUDY FOR STUDENTS INTERESTED IN AGRICULTURE, THIS CURRICULUM OUTLINE CONTAINS DAILY LESSON PLANS, WHICH INCLUDE SPECIFIC BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCE LISTS. INFORMATION SHEETS, OUTLINES OF SUGGESTED TEACHING PROCEDURES, VISUAL AIDS, AND TERM DEFINITIONS ARE PROVIDED. IDEAS FOR MOTIVATING THE STUDENTS ARE PRESENTED WITH EACH DAILY LESSON PLAN. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION OR REMOVAL OF PAGES. (AG)

VT 017 598
MODEL CURRICULA AND TRAINING TECHNIQUES FOR USE IN TRAINING PARA-PROFESSIONAL EMPLOYEES OF PUBLIC HOUSING AUTHORITIES.

TEMPLE UNIV., PHILADELPHIA, PA. CENTER FOR SOCIAL POLICY AND COMMUNITY DEVELOPMENT.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN72 241P.

DESCRIPTORS - SUPERVISORY TRAINING; MANUALS; SCHEDULE MODULES; VOCATIONAL DEVELOPMENT; ADULT VOCATIONAL EDUCATION; *CAREER LADDERS; *SUBPROFESSIONALS; *TRAINING TECHNIQUES; MANAGEMENT EDUCATION; *HOUSING MANAGEMENT AIDES; LOCAL HOUSING AUTHORITIES; GOVERNMENT ROLE; DISCOVERY PROCESSES; *SOCIAL SERVICES
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS REVISED MODEL CURRICULUM AND TRAINING MANUAL FOR INSERVICE AND ON-THE-JOB TRAINING OF PARAPROFESSIONALS IN SIX OCCUPATIONAL AREAS, WHICH MAKE UP ONE CAREER LADDER IN MANAGEMENT AND ANOTHER IN SOCIAL SERVICES, WAS SPECIFICALLY INTENDED TO MEET THE NEEDS OF PHILADELPHIA'S LOCAL HOUSING AUTHORITY. THE ROLES OF THE RESIDENT ADVISORY BOARD, THE PHILADELPHIA HOUSING AUTHORITY, THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, AND VARIOUS INDIVIDUALS IN DEVELOPING THESE MODEL TRAINING TECHNIQUES ARE EMPHASIZED. A DETAILED EXPLANATION OF THE TRAINING NEEDS, THE PROJECT'S DEVELOPMENT, AND THE ROLE OF THE SUPERVISOR PRECEDES A MANUAL FOR TRAINING SUPERVISORS AND SCHEDULE MODULES FOR EACH OF THE SIX 52-WEEK PARAPROFESSIONAL TRAINING COURSES. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. JOB ANALYSES, BEHAVIORAL OBJECTIVES, RESOURCE PERSONS, LEARNING ACTIVITIES, AND TEACHING TECHNIQUES ARE SPECIFIED FOR EACH CURRICULUM MODULE, PRESENTED IN A 5-COLUMN CHART FORMAT. (AG)

VT 017 599
AGRI-BUSINESS EDUCATION: MODEL TRAINING PLANS FOR SECONDARY COOPERATIVE AGRI-BUSINESS EDUCATION.

INDIANA UNIV., BLOOMINGTON. SCHOOL OF EDUCATION.
INDIANA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, INDIANAPOLIS;INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG72 94P.

DESCRIPTORS - *AGRIBUSINESS; *EDUCATIONAL PROGRAMS; PROGRAM DESCRIPTIONS; SECONDARY GRADES; *VOCATIONAL EDUCATION; MODELS; COOPERATIVE PROGRAMS; *COOPERATIVE EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THE MODEL TRAINING PLANS CONTAINED IN THIS MANUAL WERE DEVELOPED BY LOCAL TEACHER-COORDINATORS AFTER AN ORIENTATION WORKSHOP AT INDIANA UNIVERSITY. THE PLANS WERE DESIGNED TO SERVE AS EXAMPLES FOR COOPERATIVE TEACHER COORDINATORS IN THE DEVELOPMENT AND UTILIZATION OF TRAINING PLANS FOR STUDENT-LEARNERS ENROLLED IN SECONDARY COOPERATIVE VOCATIONAL EDUCATION. THE BODY OF THE MANUAL CONSISTS OF THE FOLLOWING TOPICAL AREAS: (1) A DESCRIPTION OF THE MODEL TRAINING PLANS FOR THE COOPERATIVE VOCATIONAL EDUCATION PROJECT, (2) THE DEVELOPMENT AND UTILIZATION OF TRAINING PLANS IN COOPERATIVE VOCATIONAL EDUCATION, AND (3) A DESCRIPTION OF TRAINING PLANS IN SOME OF THE FOLLOWING AREAS: AGRICULTURAL MECHANICS, AGRICULTURAL POWER AND MACHINERY, NURSERY OPERATION AND MANAGEMENT, TURF MANAGEMENT, SOIL, AND FORESTRY. (AUTHORS/DL)

VT 017 600
BUSINESS AND OFFICE EDUCATION: MODEL TRAINING PLANS FOR SECONDARY COOPERATIVE OFFICE EDUCATION.

INDIANA UNIV., BLOOMINGTON. SCHOOL OF EDUCATION.
INDIANA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, INDIANAPOLIS;INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG72 125P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *COOPERATIVE EDUCATION; MODELS; SECONDARY GRADES; OCCUPATIONAL CLUSTERS; ON THE JOB TRAINING; *OFFICE OCCUPATIONS; PROGRAM PLANNING; LEARNING ACTIVITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY LOCAL TEACHER-COORDINATORS AFTER AN ORIENTATION WORKSHOP AT INDIANA UNIVERSITY, THIS MANUAL CONSISTS OF MODELS WHICH ARE DESIGNED TO SERVE AS EXAMPLES FOR TEACHER-COORDINATORS IN THE DEVELOPMENT AND UTILIZATION OF TRAINING PLANS FOR HIGH SCHOOL STUDENTS ENROLLED IN COOPERATIVE OFFICE EDUCATION PROGRAMS. CONTENT MATERIAL OF THE MANUAL IS ORGANIZED INTO TWO SECTIONS: (1) A DESCRIPTION OF THE DESIGN OF THE MODEL TRAINING PLANS FOR A COOPERATIVE VOCATIONAL EDUCATION PROJECT AND (2) AN EXPLANATION OF THE DEVELOPMENT AND UTILIZATION OF THE PLANS. THE PLANS PRESENT A 6-COLUMN FORMAT OF LEARNING ACTIVITIES, TRAINING BOTH ON-THE-JOB AND IN-SCHOOL, AN EVALUATION, AND INDIVIDUAL STUDY ASSIGNMENTS WITH APPROXIMATE TIMES FOR EACH LEARNING ACTIVITY. AMONG THE 13 TRAINING PLANS PRESENTED ARE THESE FOUR: (1) BOOKKEEPERS, (2) CASHIERS, (3) MACHINE OPERATORS, (4) FILE

CLERKS, (5) SECRETARIES, AND (6) STENOGRAPHERS. (AUTHOR/DL)

VT 017 601
HEALTH OCCUPATIONS EDUCATION: MODEL TRAINING PLANS FOR SECONDARY COOPERATIVE HEALTH OCCUPATIONS EDUCATION.

INDIANA UNIV., BLOOMINGTON. SCHOOL OF EDUCATION.
INDIANA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, INDIANAPOLIS;INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG72 113P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *EDUCATIONAL PROGRAMS; SECONDARY GRADES; *PROGRAM GUIDES; *PROGRAM DESCRIPTIONS; LEARNING ACTIVITIES; *COOPERATIVE EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THE MODEL TRAINING PLANS CONTAINED IN THIS MANUAL ARE DESIGNED TO SERVE AS EXAMPLES FOR COOPERATIVE TEACHER-COORDINATORS IN THE DEVELOPMENT AND UTILIZATION OF TRAINING PLANS FOR STUDENT-LEARNERS ENROLLED IN SECONDARY COOPERATIVE VOCATIONAL EDUCATION IN THE AREA OF HEALTH OCCUPATIONS. PATTERNED AFTER A 1971 PROJECT, SPONSORED BY INDIANA UNIVERSITY, WHICH DISPLAYED MODEL TRAINING PLANS FOR DISTRIBUTIVE EDUCATION, THE MANUAL CONSISTS OF THREE BASIC SECTIONS: (1) A DESCRIPTION OF THE DESIGN OF THE MODEL TRAINING PLANS FOR THE COOPERATIVE VOCATIONAL EDUCATION PROJECT, (2) A DESCRIPTION OF THE DEVELOPMENT AND UTILIZATION OF TRAINING PLANS IN COOPERATIVE VOCATIONAL EDUCATION, AND (3) A DESCRIPTION OF TRAINING PLANS IN FOURTEEN AREAS ASSOCIATED WITH HEALTH OCCUPATIONS, INCLUDING DENTISTRY, NURSING, PHYSICAL THERAPY, AND ASSISTANTS IN MEDICAL AND VETERINARY PRACTICE. (DL)

VT 017 602
CURRICULUM FOR CLOTHING SERVICES.

WICHITA UNIFIED SCHOOL DISTRICT 259, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 27P.

DESCRIPTORS - *NEEDLE TRADES; *CLOTHING INSTRUCTION; GRADE 11; GRADE 12; *RESOURCE GUIDES; LEARNING ACTIVITIES; GOAL ORIENTATION; EDUCATIONAL OBJECTIVES; HOME ECONOMICS EDUCATION; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; BIBLIOGRAPHIES; TRADE AND INDUSTRIAL EDUCATION; CONCEPTUAL SCHEMES; *COURSE DESCRIPTIONS; *OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - INTENDED FOR A SECOND-YEAR VOCATIONAL COURSE IN CLOTHING SERVICES FOR GIRLS IN GRADES 11 AND 12 AT AN AREA VOCATIONAL SCHOOL, THIS RESOURCE GUIDE CONTAINS A PHILOSOPHY OF HOME ECONOMICS EDUCATION AT THE SECONDARY LEVEL, TEACHING SUGGESTIONS, SIX CONCEPTUAL SEQUENCES, AND A BIBLIOGRAPHY. FOR EACH CONCEPT, KEYED TO A SEQUENTIAL INQUIRY LEARNING STRUCTURE, GENERAL AND SPECIFIC GENERALIZATIONS AND EDUCATIONAL OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCE LISTS ARE PRESENTED IN A 3-COLUMN FORMAT. INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT, THE ENROLLMENT SHOULD BE LIMITED TO 20 FOR THE COURSE, WHICH GIVES TWO CREDIT HOURS IN ADDITION TO AN OPTIONAL HOUR FOR 360 HOURS OF COCURRICULAR JOB EXPERIENCE. (AG)

VT 017 603
JACUNSKI, E.W.
YOU AND THE ENGINEERING PROFESSION.

FLORIDA UNIV., GAINESVILLE. COLL. OF ENGINEERING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 129P. THIRD REVISION

DESCRIPTORS - PHOTOGRAPHS; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL GUIDANCE; VOCATIONAL DEVELOPMENT; COLLEGE PROGRAMS; PROGRAM DESCRIPTIONS; *CAREER PLANNING; *ENGINEERING; *ENGINEERING EDUCATION; SECONDARY GRADES; DECISION MAKING; VOCATIONAL EDUCATION
IDENTIFIERS - CAREER AWARENESS; SELF AWARENESS; *UNIVERSITY OF FLORIDA

ABSTRACT - THE PURPOSE OF THIS BOOKLET IS TO ASSIST HIGH SCHOOL JUNIORS AND SENIORS, PARENTS, COUNSELORS, TEACHERS, AND OTHER STUDENTS IN ARRIVING AT CAREER DECISIONS, SPECIFICALLY FOCUSING ON THE ENGINEERING FIELD. THE FIRST SECTION GIVES GENERAL OCCUPATIONAL INFORMATION ON THESE AREAS: (1) CAREER CHOICE, (2) ENGINEERING AS A CAREER, (3) CLASSIFICATION OF ENGINEERING PROFESSIONS AND RELATED ACTIVITIES, (4) EMPLOYMENT OPPORTUNITIES AND QUALIFICATIONS, (5) WOMEN IN ENGINEERING, (6) ENGINEERING EDUCATION, AND (7) CHOOSING A UNIVERSITY. THE SECOND SECTION CONTAINS SPECIFIC INFORMATION ON ENGINEERING EDUCATION AT THE UNIVERSITY OF FLORIDA. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES RESOURCE LISTS. (AG)

VT 017 608
AVIATION SUPPORT EQUIPMENT TECHNICIAN H 3 & 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVTRA-10316-A
PUB DATE - 72 530P. 1972 EDITION

DESCRIPTORS - AVIATION TECHNOLOGY; *MILITARY TRAINING; ARMED FORCES; VOCATIONAL DEVELOPMENT; *AVIATION MECHANICS; MANUALS; *SUBPROFESSIONALS; *EQUIPMENT MAINTENANCE; VISUAL AIDS; INDEXES (LOCATERS); *OCCUPATIONAL INFORMATION; ADULT VOCATIONAL EDUCATION; GOVERNMENT (ADMINISTRATIVE BODY)
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES OF COURSES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE POSITIONS OF AVIATION SUPPORT EQUIPMENT TECHNICIAN H 3 AND 2. OCCUPATIONAL INFORMATION AND DESCRIPTIONS OF ADDITIONAL INSTRUCTIONAL MATERIALS TO HELP MEET JOB QUALIFICATIONS PRECEDE NUMEROUS CHAPTERS ON EQUIPMENT MAINTENANCE, WELDING, MECHANICAL SYSTEMS, AND RELATED TOPICS. A WIDE RANGE OF LINE DIAGRAMS ILLUSTRATES THE

TEXT, WHICH INCLUDES AN INDEX. (AG)

VT 017 614
THOUGHTS ON THE TEACHING OF THE INTRODUCTION TO BUSINESS.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 44P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; SECONDARY GRADES; *TEACHING PROCEDURES; AUDIOVISUAL AIDS; UNIT PLAN; *COURSE CONTENT; EDUCATIONAL PHILOSOPHY
IDENTIFIERS - CAREER AWARENESS; WICHITA PUBLIC SCHOOLS

ABSTRACT - THIS TEACHING GUIDE GIVES SUGGESTIONS TO PROSPECTIVE TEACHERS OF BEGINNING COURSES IN GENERAL BUSINESS AND ECONOMICS AT THE GRADE 9 OR 10 LEVELS. CHAPTERS INCLUDE THE FOLLOWING: (1) WHY TEACH INTRODUCTION TO BUSINESS, (2) WHO SHOULD TEACH INTRODUCTION TO BUSINESS, (3) HOW TO TEACH INTRODUCTION TO BUSINESS, (4) WHAT TO TEACH IN INTRODUCTION TO BUSINESS, (5) METHODS OF PRESENTATION OF A FEW UNITS, (6) IDEAS FOR CREATIVITY IN TEACHING, AND (7) AUDIO AND VISUAL HELPS. A SHORT LIST OF RESOURCE MATERIALS IS INCLUDED. (DL)

VT 017 615
A COURSE OUTLINE FOR AIR CONDITIONING AND REFRIGERATION.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 15P.

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; *AIR CONDITIONING; *REFRIGERATION MECHANICS; VOCATIONAL DEVELOPMENT; *COURSE DESCRIPTIONS; *PROJECT TRAINING METHODS
IDENTIFIERS - BEGINNING COMPETENCE; *TENNESSEE

ABSTRACT - THIS COURSE OUTLINE PROVIDES A FLEXIBLE GUIDE FOR TEACHING AIR CONDITIONING AND REFRIGERATION COURSES IN VOCATIONAL EDUCATION IN TENNESSEE. A COURSE RATIONALE, BEHAVIORAL OBJECTIVES, AND A BRIEF OUTLINE OF THE 23 BLOCKS OF INSTRUCTION ARE INCLUDED. A RESOURCE LIST AND A BIBLIOGRAPHY ARE PROVIDED. THIS 2-YEAR, 1,080 HOUR PROGRAM FOR THE HIGH SCHOOL LEVEL MEETS THREE HOURS DAILY, FIVE DAYS A WEEK, AND ALLOWS TWO UNITS OF CREDIT YEARLY TOWARDS GRADUATION. INTENDED TO ACCOMMODATE TWO GROUPS OF STUDENTS PER DAY, 30 TO 40 PERCENT OF THE SCHEDULE WILL BE ALLOTTED TO MATHEMATICS, THEORY, AND RELATED SUBJECTS. PRACTICAL WORK WILL TAKE UP THE REMAINDER OF THE TIME. (AG)

VT 017 619
HEGLER, BESS M., AND OTHERS
BUSINESS EDUCATION CURRICULUM GUIDE, GRADES 10-12.

LOS ALAMOS HIGH SCHOOL, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB71 64P.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *EDUCATIONAL OBJECTIVES; *COURSE CONTENT; RESOURCE MATERIALS; INSTRUCTIONAL AIDS; OFFICE MACHINES; ACCOUNTING; STENOGRAPHY; TYPEWRITING
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - DESIGNED FOR SECONDARY STUDENTS IN BUSINESS EDUCATION, THIS CURRICULUM GUIDE PRESENTS A LOCAL HIGH SCHOOL'S PHILOSOPHY OF BUSINESS EDUCATION AND A DESCRIPTION OF THE OBJECTIVES OF THE BUSINESS EDUCATION DEPARTMENT. COURSES OFFERED IN THE BUSINESS CURRICULUM INCLUDE THE FOLLOWING: (1) BUSINESS LAW, (2) BUSINESS MACHINES, (3) ELEMENTARY ACCOUNTING, (4) GENERAL BUSINESS, (5) SHORTHAND, (6) PERSONAL TYPEWRITING, (7) TYPEWRITING, AND (8) VOCATIONAL OFFICE EDUCATION. EACH COURSE DESCRIPTION STATES THE GRADE LEVEL AT WHICH THE COURSE IS TAUGHT, GIVES A RATIONALE FOR TEACHING THE COURSE, AND LISTS SPECIFIC BEHAVIORAL OBJECTIVES TO BE ACHIEVED AS A RESULT OF TEACHING THE COURSE. ALSO INCLUDED ARE AN OUTLINE OF THE CONTENT OF EACH COURSE, A LIST OF REFERENCES FOR THE TEACHER, AND SUGGESTIONS FOR TEACHING AIDS. (DL)

VT 017 630
BUSINESS AND OFFICE EDUCATION IN MISSOURI.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. BUSINESS AND OFFICE EDUCATION SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *PROGRAM GUIDES; EDUCATIONAL OBJECTIVES; *OCCUPATIONAL INFORMATION; TAXONOMY; PROGRAM DESCRIPTIONS; TEACHER QUALIFICATIONS; *COURSE CONTENT
IDENTIFIERS - *MISSOURI; CAREER AWARENESS

ABSTRACT - THIS BOOKLET ANALYZES BUSINESS AND OFFICE EDUCATION AND EXPLAINS ITS PLACE IN THE TRAINING OF INDIVIDUALS FOR EMPLOYMENT IN MISSOURI. GENERAL SUBJECT AREAS COVERED ARE INCLUDED UNDER THE FOLLOWING TITLES: (1) EXPECTANCY OF BUSINESS AND OFFICE EDUCATION, (2) JOB OPPORTUNITIES THROUGH BUSINESS AND OFFICE EDUCATION, (3) SKILLS AND KNOWLEDGES NECESSARY FOR ENTRY INTO BUSINESS AND OFFICE OCCUPATIONS, (4) PROGRAM NECESSARY FOR TRAINING IN BUSINESS AND OFFICE EDUCATION, (5) TEACHER QUALIFICATIONS IN BUSINESS AND OFFICE EDUCATION, (6) GUIDANCE AND PLACEMENT IN BUSINESS AND OFFICE EDUCATION. A SECTION CONTAINS A DESCRIPTION OF THE DICTIONARY OF OCCUPATIONAL TITLES CODING AND A SUGGESTED TAXONOMY FOR OFFICE OCCUPATIONS FROM THE U.S. OFFICE OF EDUCATION. (DL)

VT 017 636
INDEX OF EMPLOYMENT OPPORTUNITIES. VOL. I, PROFESSIONAL CAREERS EDITION. CAREER RESOURCE SERIES.

RESOURCE PUBLICATIONS INC., PRINCETON, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
RESOURCE PUBLICATIONS, INC., INFORMATION PARK BOX 2236, PRINCETON, NJ 08540
PUB DATE - 71 298P.

DESCRIPTORS - *DIRECTORIES; OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; *RESOURCE GUIDES; *INDEXES (LOCATERS); *EMPLOYMENT OPPORTUNITIES; *PROFESSIONAL OCCUPATIONS; VOCATIONAL DEVELOPMENT; ADULT VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; HUMANITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DIRECTORY PROVIDES AN INDEX OF CAREER OPPORTUNITIES FOR SIX DIFFERENT OCCUPATIONAL CLUSTERS: (1) ARCHITECTURE, DESIGN, AND URBAN PLANNING, (2) COMPUTER SCIENCE, (3) LIBRARY AND INFORMATION SCIENCE, (4) NURSING, (5) PARAMEDICINE, AND (6) TEACHING. EXTENSIVE DESCRIPTIONS OF JOB OPENINGS WITH CORRESPONDING RESOURCE ADDRESSES ARE INCLUDED IN PROFILES OF NUMEROUS EMPLOYERS IN GOVERNMENT AND INDUSTRY. INTENDED AS AN AID FOR STUDENTS AND PROFESSIONALS SEEKING CHALLENGING CAREERS IN SPECIALIZED AREAS, THIS RESOURCE GUIDE IS DISTRIBUTED ON A CONTROLLED-FREE NATIONAL BASIS, INCLUDING PERFORATED RESUME FORMS FOR EASE IN REMOVAL AND MAILING TO SELECTED EMPLOYERS. FOR EACH OF THE SIX OCCUPATIONAL CLUSTERS, DETAILED BACKGROUND INFORMATION AND GEOGRAPHICAL INDEXES ARE INCLUDED. (AG)

VT 017 637
POWER: INDUSTRIAL EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 326P.

DESCRIPTORS - WORKSHEETS; STUDENT EVALUATION; *FLUID POWER EDUCATION; *POWER MECHANICS; RESOURCE MATERIALS; *CURRICULUM GUIDES; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; *DISADVANTAGED YOUTH; ENERGY; *TRADE AND INDUSTRIAL EDUCATION; TEACHING PROCEDURES; PRODUCER SERVICES; LEARNING ACTIVITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; *POWER

ABSTRACT - THIS COLOR-KEYED MODEL CURRICULUM GUIDE FOR A 1-SEMESTER COURSE IN POWER FOR DISADVANTAGED OR HANDICAPPED STUDENTS IN INDUSTRIAL EDUCATION COVERS THESE TOPICS IN SIX TABBED SECTIONS: (1) ENERGY, (2) MECHANICAL POWER, (3) FLUID POWER, (4) ELECTRICAL POWER, (5) HEAT ENGINES, AND (6) APPENDED RESOURCE MATERIALS. DEVELOPED BY A PROJECT COMMITTEE OF TEACHERS AND SUPERVISORS IN VOCATIONAL EDUCATION AT THE HIGH SCHOOL LEVEL, THESE INSTRUCTIONAL MATERIALS INCLUDE FOR EACH TOPIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, RESOURCE LISTS, LEARNING ACTIVITIES, AND TIME ALLOTMENTS. STUDENT WORKSHEETS, EVALUATION ITEMS, AND EQUIPMENT AND SUPPLIES LISTS ARE PROVIDED. THIS DOCUMENT, WHICH IS 3-HOLE PUNCHED FOR EASE IN ADDITION OR REMOVAL OF SHEETS, GIVES INSTRUCTIONS ON THE USE OF THESE MATERIALS. THE GUIDE CAN BE ADAPTED EASILY TO A REGULAR VOCATIONAL EDUCATION SETTING. (AG)

VT 017 642
SULLIVAN, GEORGE
THE NEW WORLD OF CONSTRUCTION ENGINEERING. THE NEW WORLDS SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09056
DODD, MEAD & CO., 79 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 80P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *INDUSTRIAL EDUCATION; JUNIOR HIGH SCHOOLS; *CIVIL ENGINEERING; AEROSPACE INDUSTRY; *ENGINEERS; *CONSTRUCTION INDUSTRY; OCCUPATIONAL INFORMATION; ENGINEERING
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK INTRODUCES STUDENTS OF GRADES 7-9 TO THE RAPIDLY EXPANDING CAREER FIELD OF CONSTRUCTION ENGINEERING. WITH EMPHASIS ON THE FUTURE, THE NEED FOR AND THE RESPONSIBILITIES OF TOMORROW'S CIVIL ENGINEERS IN MASTERING NEW FRONTIERS ON LAND, SEA, AND IN OUTER SPACE ARE OUTLINED. MAJOR CHAPTER DISCUSSIONS INCLUDE: (1) BUILDING A BETTER WORLD, (2) SOME OLD IDEAS WITH A NEW TWIST, (3) SUPERSKYSCRAPERS, (4) COAST TO COAST--NONSTOP, (5) STEEL IN THE SKY, (6) RAPID TRANSIT RENAISSANCE, (7) WATER, PRECIOUS WATER, (8) AIRPORTS FOR JUMBO JETS, (9) CONSTRUCTION AROUND THE WORLD, AND (10) SPACE-AGE ENGINEERING. (PM)

VT 017 669
SCHLEH, JOYCE E.;SCHLEH, C. JACK
ART EDUCATION: CARTOONING WITH FLICK (TENTATIVE COURSE OUTLINE). AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
TEXTBOOK SERVICES, 2210 S.W. 3RD ST., MIAMI, FLORIDA 33135
PUB DATE - 71 56P.

DESCRIPTORS - SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *ART EDUCATION; COMMUNICATIONS; *CARTOONS; *FILM STUDY; *ANIMATION; PHOTOGRAPHY; *COURSE DESCRIPTIONS; EDUCATIONAL OBJECTIVES; GLOSSARIES; BIBLIOGRAPHIES; TEACHING TECHNIQUES; LEARNING ACTIVITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TENTATIVE COURSE OUTLINE FOR AN EXPLORATORY ELECTIVE CURRICULUM IN FILM ANIMATION AT THE HIGH SCHOOL LEVEL WAS DEVELOPED BY TWO TEACHERS FOR AN ART EDUCATION PROGRAM. CARTOON ANIMATION AND ITS RELATIONSHIP TO PHOTOGRAPHY ARE DISCUSSED. A SUGGESTED SHORT-CUT PLAN FOR CARTOON ARTWORK AND PHOTOGRAPHY IS DETAILED. A COURSE RATIONALE, TEACHING TECHNIQUES, COURSE OBJECTIVES, AND ENROLLMENT GUIDELINES ARE PROVIDED. SUGGESTED LEARNING ACTIVITIES, A GLOSSARY, AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 017 670
HUNTER, JAMES H., JR.
ART: JEWELRY DESIGN I (TENTATIVE COURSE OUTLINE). AUTHORIZED COURSE OF INSTRUCTION

FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
TEXTBOOK SERVICES, 2210 S.W. THIRD ST., MIAMI, FLORIDA 33135
PUB DATE - 71 38P.

DESCRIPTORS - *ART EDUCATION; FINE ARTS; *INSTRUCTIONAL INNOVATION; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; HUMANITIES; *COURSE DESCRIPTIONS; *DESIGN CRAFTS; *FINE ARTS; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; BIBLIOGRAPHIES; GOAL ORIENTATION
IDENTIFIERS - *JEWELRY DESIGN; EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TENTATIVE COURSE OUTLINE FOR AN INNOVATIVE COURSE IN BEGINNING JEWELRY DESIGN WAS DEVELOPED BY A VOCATIONAL TEACHER AS PART OF A QUINMESTER ART EDUCATION PROGRAM AT THE SECONDARY LEVEL. THIS UNIT OF STUDY CONTAINS A COURSE DESCRIPTION, BEHAVIORAL OBJECTIVES, ENROLLMENT GUIDELINES, AND TEACHING SUGGESTIONS. STUDENT AND TEACHER RESOURCE LISTS, A BIBLIOGRAPHY, A BRIEF OUTLINE OF THE COURSE CONTENT, AND A LIST OF SUGGESTED FIELD TRIPS ARE INCLUDED. (AG)

VT 017 675
WALKER, JAMES W.;FLEMING, MARGARET
CAREER MOTIVATION PROGRAM--1971-72 EVALUATION.

CLEVELAND PUBLIC SCHOOLS, OHIO. DIV. OF RESEARCH AND DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
FUND-27
PUB DATE - SEP72 69P.

DESCRIPTORS - *PROGRAM GUIDES; *PROGRAM DESCRIPTIONS; ELEMENTARY GRADES; *CAREER EDUCATION; *WORK ATTITUDES; COST EFFECTIVENESS; STATISTICAL STUDIES; MOTIVATION; CURRICULUM DEVELOPMENT; CAREER OPPORTUNITIES; *OCCUPATIONS
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS 1971-72 EVALUATION REPORT DESCRIBES THE CAREER MOTIVATION PROGRAM IN THE CLEVELAND PUBLIC SCHOOLS. THE PURPOSE OF THE PROGRAM IS TO IMPROVE THE INNER-CITY ELEMENTARY SCHOOL STUDENTS' KNOWLEDGE OF VOCATIONAL AREAS, ESPECIALLY THOSE STUDENTS FROM WELFARE FAMILIES WHERE PARENTS PROVIDE NO "WORLD OF WORK" BACKGROUND. THE REPORT CONTAINS A DESCRIPTION OF THE PROGRAM AND ITS OPERATION, AN ANALYSIS OF THE RESULTS OF THE EVALUATION - INCLUDING A DESCRIPTION OF THE BASIC DESIGN, INSTRUMENTATION AND DATA COLLECTION USED IN THE STUDY, AND A NUMBER OF CONCLUSIONS AND RECOMMENDATIONS. A DESCRIPTION OF THE PROGRAM IN THE APPENDIX INCLUDES (1) OBJECTIVES AT EACH GRADE LEVEL, (2) CLASS TOTALS FOR PROJECT PARTICIPANTS, (3) IN-SERVICE MEETINGS, (4) SEMANTIC DIFFERENTIAL AND AN ITEM ANALYSIS, (5) A STAFF OPINIONNAIRE, (6) A PARENT SURVEY, (7) FIELD TRIPS, AND (8) OUTSIDE SPEAKERS. (DL)

VT 017 681
SYNCHRO, SERVO AND GYRO FUNDAMENTALS. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10105
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NO. 0500-032-3200)
PUB DATE - 70 124P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *ADULT EDUCATION; *ELECTRONIC TECHNICIANS; MILITARY PERSONNEL; *COURSE CONTENT; *PHYSICAL SCIENCES
IDENTIFIERS - *SYNCHRO SERVO AND GYRO SYSTEMS; BEGINNING COMPETENCE

ABSTRACT - THIS MANUAL IS INTENDED AS A BASIC TRAINING MANUAL FOR MEN OF THE NAVY AND NAVAL RESERVE WHOSE DUTIES REQUIRE THEM TO HAVE KNOWLEDGE OF SERVOSYSTEMS AND ASSOCIATED DEVICES. THE MANUAL REVIEWS AND AMPLIFIES SOME OF THE BASIC CONCEPTS OF ELECTROMAGNETIC INDUCTION AND DISCUSSES COMMON TYPES OF MOTORS AND GENERATORS USED IN CONNECTION WITH SERVOSYSTEMS. THE MANUAL ALSO DESCRIBES THE GENERAL CONSTRUCTION OF NAVY SYNCHRO UNITS, EXPLAINS HOW THEY ARE CLASSIFIED AND MARKED, AND DISCUSSES THE BASIC PRINCIPLES UPON WHICH THEY OPERATE. INFORMATION IS ALSO PRESENTED RELATING TO MULTI-SPEED UNITS, STANDARD CONNECTIONS, AND ZEROING PROCEDURES. ALSO DISCUSSED ARE THE OPERATION AND APPLICATIONS OF SERVOSYSTEMS, GYROSCROPIC PRINCIPLES, AND COMMON TYPES OF GYRO UNITS USED IN THE NAVY. FINALLY, THIS BOOKLET PRESENTS A BASIC FUNCTIONAL DESCRIPTION OF SOME OF THE SHIPBOARD AND AIRCRAFT SYSTEMS THAT UTILIZE VARIOUS TYPES OF COMPONENTS DISCUSSED IN THE MANUAL. (AUTHORS/DL)

VT 017 696
GAY, KATHLYN
BETH DONNIS, SPEECH THERAPIST. A CAREER-ROMANCE FOR YOUNG MODERNS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-06600
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.50)
PUB DATE - 68 190P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; *LANGUAGE ARTS; JUNIOR HIGH SCHOOLS; INTERMEDIATE GRADES; SECONDARY GRADES; SPEECH EDUCATION; *SPEECH THERAPISTS; *SPEECH THERAPY; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF A SERIES, THIS BOOK PRESENTS A FICTIONALIZED ACCOUNT OF THE EXPERIENCES OF A BEGINNING SPEECH THERAPIST. THE MEDICAL AS WELL AS WELL AS PSYCHOLOGICAL ASPECTS OF SPEECH THERAPY ARE EXPLORED. (PM)

VT 017 697
CURRICULUM GUIDE FOR VOCATIONAL CABINETMAKING, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228

NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($2.50)
PUB DATE - 70 195P.

DESCRIPTORS - GRADE 11; GRADE 12; CONSTRUCTION (PROCESS); *TRADE AND INDUSTRIAL EDUCATION; *CABINETMAKING; *CURRICULUM GUIDES; VOCATIONAL DEVELOPMENT; *CITY WIDE PROGRAMS; BIBLIOGRAPHIES; RESOURCE MATERIALS; *VOCATIONAL EDUCATION; INSTRUCTIONAL INNOVATION; LEARNING ACTIVITIES; TEACHING PROCEDURES; SEQUENTIAL PROGRAMS; PROJECT TRAINING METHODS
IDENTIFIERS - *CHICAGO PUBLIC SCHOOLS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT OR FOR FURTHER TECHNICAL TRAINING, THIS CURRICULUM GUIDE FOR AN INNOVATIVE VOCATIONAL WOOD CABINETMAKING COURSE IN THE CHICAGO PUBLIC SCHOOLS CONTAINS A SEQUENCE OF TEN UNITS FOR GRADE 11 AND TEN UNITS FOR GRADE 12 THAT COVER PROJECT PLANNING, TOOLS, AND BASIC SKILLS DEVELOPMENT. DEVELOPED BY VOCATIONAL TEACHERS AT THE SECONDARY LEVEL WITH THE ASSISTANCE OF A CURRICULUM COMMITTEE OF INDUSTRIAL ARTS CONSULTANTS AND AN ADVISORY COMMITTEE OF EDUCATORS AND LEADERS IN INDUSTRY, THE INSTRUCTIONAL OUTLINES INCLUDE SUGGESTED LEARNING ACTIVITIES, GENERAL AND SPECIFIC GOALS AND BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND IDEAS FOR STUDENT EVALUATION. RESOURCE LISTS, DEVELOPMENTAL VOCABULARY LISTS, AND SPACE FOR THE TEACHER'S NOTES ARE PROVIDED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH PROVIDES A COURSE RATIONALE AND A BIBLIOGRAPHY. (AG)

VT 017 700
CURRICULUM GUIDE FOR ELECTRICAL OCCUPATIONS: WESTINGHOUSE AREA VOCATIONAL HIGH SCHOOL CLUSTER PROGRAM. APPLIANCE REPAIR: LEVELS III AND IV, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($1.00)
PUB DATE - 71 60P.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *ELECTRICAL OCCUPATIONS; *VOCATIONAL EDUCATION; *APPLIANCE REPAIRING; OCCUPATIONAL CLUSTERS; COURSE CONTENT; LEARNING ACTIVITIES; RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR SENIOR HIGH SCHOOL STUDENTS IS ONE OF A SERIES WHICH DEVELOPS THE CLUSTER CONCEPT IN OCCUPATIONAL EDUCATION AT ONE OF THE VOCATIONAL HIGH SCHOOLS IN CHICAGO. THE COURSE CONTENT REVIEWS ELECTRICITY AND ELECTRONICS TO PROVIDE THE STUDENT WITH A BETTER UNDERSTANDING OF THE OPERATION OF LARGE APPLIANCES. THE STUDENT SHOULD DEVELOP SKILLS WHICH ENABLE HIM TO IDENTIFY, REPLACE, AND REPAIR FAULTY COMPONENTS. SOME OF THESE SKILLS INCLUDE THE FOLLOWING: (1) GOOD WORKMANSHIP AND GOOD CUSTOMER RELATIONS, (2) PROPER USE OF TOOLS AND EQUIPMENT, (3) EXPERT TROUBLESHOOTING AND REPAIR TECHNIQUES, AND (4) AN ACUTE AWARENESS OF SAFETY. THERE ARE 11 UNITS IN GRADE 11 AND SEVEN UNITS IN GRADE 12. EACH UNIT CONTAINS AN OUTLINE OF COURSE CONTENT, SUGGESTED LEARNING ACTIVITIES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIAL. (DL)

VT 017 701
CURRICULUM GUIDE FOR VOCATIONAL ELECTRICITY, GRADES ELEVEN AND TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CHICAGO CITY SCHOOLS, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
($2.25)
PUB DATE - 71 154P.

DESCRIPTORS - GRADE 11; GRADE 12; *TRADE AND INDUSTRIAL EDUCATION; RESOURCE MATERIALS; *VOCATIONAL EDUCATION; BIBLIOGRAPHIES; VOCATIONAL DEVELOPMENT; *ELECTRICITY; *CURRICULUM GUIDES; INSTRUCTIONAL INNOVATION; LEARNING ACTIVITIES; TEACHING PROCEDURES; EVALUATION TECHNIQUES; *CITY WIDE PROGRAMS; PROJECT TRAINING METHODS
IDENTIFIERS - *CHICAGO PUBLIC SCHOOLS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT OR FOR FURTHER TECHNICAL TRAINING, THIS CURRICULUM GUIDE FOR AN INNOVATIVE VOCATIONAL ELECTRICITY COURSE IN THE CHICAGO PUBLIC SCHOOLS CONTAINS A SEQUENCE OF 18 UNITS FOR GRADE 11 AND EIGHT UNITS FOR GRADE 12 THAT COVER ELECTRICAL THEORY AND PRACTICAL SHOP ASSIGNMENTS. DEVELOPED BY VOCATIONAL TEACHERS AT THE SECONDARY LEVEL WITH THE ASSISTANCE OF AN ADVISORY COMMITTEE OF EDUCATORS AND LEADERS IN INDUSTRY, THE INSTRUCTIONAL OUTLINES INCLUDE SUGGESTED LEARNING ACTIVITIES, GENERAL AND SPECIFIC GOALS AND BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND IDEAS FOR STUDENT EVALUATION. RESOURCE LISTS, DEVELOPMENTAL VOCABULARY LISTS, AND SPACE FOR THE TEACHER'S NOTES ARE PROVIDED. THIS FLEXIBLE CURRICULUM GIVES A COURSE RATIONALE, COURSE PREREQUISITES, AND A BIBLIOGRAPHY. (AG)

VT 017 702
A GALAXY PLAN FOR CAREER PREPARATION. A CONCEPT AND PLAN OF ORGANIZATION.

DETROIT PUBLIC SCHOOLS, MICH. VOCATIONAL DEPT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 28P.

DESCRIPTORS - *CAREER EDUCATION; CONCEPTUAL SCHEMES; VOCATIONAL EDUCATION; EDUCATIONAL OBJECTIVES; EDUCATIONAL NEEDS; *CITY WIDE PROGRAMS; *VOCATIONAL DEVELOPMENT; *FLEXIBLE PROGRESSION; RESOURCE MATERIALS; *PROGRAM PLANNING; EDUCATIONAL IMPROVEMENT; OCCUPATIONAL CLUSTERS; HUMANITIES; ELEMENTARY GRADES; SECONDARY GRADES
IDENTIFIERS - *GALAXY PLAN; EDUCATIONAL AWARENESS

ABSTRACT - THIS EXPERIMENTAL EDITION OF AN ORGANIZATIONAL PLAN FOR ELEMENTARY AND

SECONDARY CAREER PREPARATION IN THE DETROIT PUBLIC SCHOOL SYSTEM RESULTED FROM A 1962 REPORT ENTITLED "PREPARING PUPILS FOR THE WORLD OF WORK," AS WELL AS THE ASSISTANCE OF THE RESEARCH COUNCIL OF THE GREAT CITIES PROGRAM FOR SCHOOL IMPROVEMENT, AND THE CONTRIBUTIONS OF EDUCATORS, LEADERS IN BUSINESS AND INDUSTRY, AND OTHER CITIZENS. FLEXIBLE PROGRESSION WOULD HIGHLIGHT A 3-PRONGED APPROACH IN BASIC EDUCATION, PERSONAL DEVELOPMENT, AND CAREER PREPARATION FOR THESE FOUR TYPES OF STUDENTS: (1) SUPERIOR, (2) AVERAGE, (3) UNDERACHIEVER, AND (4) SPECIAL NEEDS. THIS "GALAXY" APPROACH EMPHASIZES OCCUPATIONAL GUIDANCE, PROJECT TRAINING METHODS AND IN-DEPTH VOCATIONAL COURSES IN THE FOLLOWING FOUR AREAS: (1) PERSONAL SERVICES, (2) ENERGY AND PROPULSION, (3) VISUAL COMMUNICATION, AND (4) MATERIALS AND PROCESSES. TERM DEFINITIONS, AN ANALYSIS OF VOCATIONAL EDUCATION SUBJECT AREAS, AND A CLUSTER PLAN BY GRADE LEVEL ARE APPENDED. EACH TENTATIVE CAREER EDUCATION PROGRAM IS DELINEATED, PRESENTING BOTH PRESSING EDUCATIONAL NEEDS AND PROGRAM RATIONALES. SIX "GALAXY" OBJECTIVES ARE INCLUDED SEPARATELY. (AG)

VT 017 706
HEALTH CAREERS: TRAINING PROGRAMS IN NEW YORK.

UNITED HOSPITAL FUND OF NEW YORK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
HEALTH MANPOWER SERVICE, UNITED HOSPITAL FUND OF NY, 3 EAST 54TH ST., NEW YORK, NY 10022 ($2.00)
PUB DATE - 72 114P. 1972 EDITION

DESCRIPTORS - ADULT EDUCATION; *HEALTH OCCUPATIONS; HEALTH PERSONNEL; EMPLOYMENT QUALIFICATIONS; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; VOCATIONAL DEVELOPMENT; *HEALTH OCCUPATIONS EDUCATION; PROMOTION (OCCUPATIONAL); CAREER LADDERS; RESOURCE MATERIALS; *DIRECTORIES; SALARIES; *STATE PROGRAMS
IDENTIFIERS - *NEW YORK STATE; CAREER AWARENESS

ABSTRACT - FOR THOSE INTERESTED IN BEGINNING A HEALTH CAREER OR ASPIRING TO A BETTER POSITION WITHIN THE HEALTH SERVICES AREA, THIS REVISED 1972 DIRECTORY PROVIDES CURRENT OCCUPATIONAL INFORMATION ON NEW YORK TRAINING PROGRAMS FOR A WIDE VARIETY OF HEALTH OCCUPATIONS. DESCRIPTIONS OF OVER 70 CAREERS INCLUDE INFORMATION ABOUT ADVANCEMENT AND EMPLOYMENT OPPORTUNITIES, SALARIES, EDUCATIONAL REQUIREMENTS, AND ACCREDITED VOCATIONAL SCHOOLS IN NEW YORK. BY CONTACTING THE NATIONAL ASSOCIATION LISTED ON EACH PAGE, ADDITIONAL INFORMATION CAN BE OBTAINED. ONLY PROGRAMS AND SCHOOLS ACCREDITED IN NEW YORK STATE ARE INCLUDED. APPROXIMATELY 33 PERCENT OF THE BETTER KNOWN HEALTH CAREERS ARE DESCRIBED, NOTING THAT POSITIONS REQUIRING LESS TRAINING AFFORD ROOM FOR ADVANCEMENT. THE ORIGINAL VERSION OF THIS RESOURCE GUIDE WAS DEVELOPED BY A FORMER STAFF ASSOCIATE OF THE UNITED HOSPITAL FUND OF NEW YORK. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN INSERTION OR REMOVAL OF PAGES. (AG)

VT 017 707
ELEMENTARY CAREER EDUCATION STARTS WITH AWARENESS.

PORTLAND PUBLIC SCHOOLS, OREG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN72 132P. 1972 REVISION; PRESENTATION OF A CAREER EDUCATION WORKSHOP (JUNE 1971, 1972)

DESCRIPTORS - TEACHING PROCEDURES; *ELEMENTARY GRADES; BEHAVIORAL OBJECTIVES; EVALUATION TECHNIQUES; LEARNING ACTIVITIES; *CAREER EDUCATION; *CURRICULUM GUIDES; VOCATIONAL DEVELOPMENT; SOCIAL SCIENCES; *INTERDISCIPLINARY APPROACH; *INTEGRATED CURRICULUM; GOAL ORIENTATION; RESOURCE MATERIALS
IDENTIFIERS - CAREER AWARENESS; SELF AWARENESS

ABSTRACT - THIS REVISED CURRICULUM GUIDE FOR AN INTEGRATED, INTERDISCIPLINARY CAREER EDUCATION PROGRAM IN THE ELEMENTARY GRADES EMPHASIZES CAREER EXPLORATION, SELF-DISCOVERY, AND AWARENESS OF THE WORLD OF WORK. DEVELOPED BY ELEMENTARY TEACHERS AT A REGIONAL SUMMER WORKSHOP IN CAREER EDUCATION, THESE MATERIALS FOCUS ON FAMILY-RELATED EXPERIENCES FOR GRADE 1, NEIGHBORHOOD EXPERIENCES FOR GRADE 2, AND MORE GENERAL SOCIAL STUDIES ACTIVITIES FOR THE INTERMEDIATE GRADES. OCCUPATIONAL CLASSIFICATIONS, CAREER EDUCATION GOALS FOR THE ELEMENTARY GRADES, AND RESOURCE LISTS ARE PRESENTED. FOR EACH LESSON PLAN, THE GRADE LEVEL, BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING PROCEDURES, AND EVALUATION PROCEDURES ARE PROVIDED IN A 4-COLUMN FORMAT. EACH SECTION IS TABBED, AND RESOURCE MATERIALS ARE APPENDED. (AG)

VT 017 709
PROJECTS SIMULATION OF OFFICE PROCEDURES FOR VOCATIONAL OFFICE EDUCATION.

TENNESSEE STATE BOARD FOR VOCATIONAL-TECHNICAL EDUCATION, NASHVILLE.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 136P.

DESCRIPTORS - RESOURCE MATERIALS; MARKETING; WORKSHEETS; *STUDENT PROJECTS; *TEACHING GUIDES; VOCATIONAL EDUCATION; *OFFICE OCCUPATIONS EDUCATION; VOCATIONAL DEVELOPMENT; EVALUATION TECHNIQUES; TEACHING PROCEDURES; *SIMULATION; *OFFICE PRACTICE; SECONDARY GRADES; BEHAVIORAL OBJECTIVES
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED TEACHING GUIDE PRESENTS SEVEN STUDENT PROJECTS FOR VOCATIONAL OFFICE EDUCATION INSTRUCTION WHICH INVOLVE SIMULATION OF OFFICE PROCEDURES. INTENDED TO SUPPLEMENT A TEXTBOOK, EACH PROJECT CONTAINS TIME ALLOTMENTS, DETAILS ABOUT ITS PLACE IN THE CURRICULUM, SUPPLIES AND EQUIPMENT LISTS, BEHAVIORAL OBJECTIVES, AND WEAKNESSES IN TASK PERFORMANCE. SUGGESTED TEACHING PROCEDURES, EVALUATION TECHNIQUES, REQUIRED STUDENT FORMS, STUDENT READING MATERIALS, AND A TEACHER'S KEY ARE PROVIDED FOR EACH PROJECT. THIS GUIDE WAS DEVELOPED BY INSTRUCTORS OF VOCATIONAL OFFICE OCCUPATIONS

AT THE SECONDARY LEVEL. THE SIMULATION PROJECT TITLES ARE: (1) COMPANY CORRESPONDENCE, (2) BOARD OF EDUCATION, (3) VOB SUPPLY, INC., (4) NORTHERN PENINSULA LIFE INSURANCE COMPANY, (5) OPN HOUSE, (6) AUDIO CONDENSER COMPANY, AND (7) PROGRAMMED LEARNING INSTITUTE. (AG)

VT 017 728
INDUSTRIAL ARTS CURRICULUM GUIDE.

LOS ALAMOS PUBLIC SCHOOLS, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 168P.

DESCRIPTORS - MANUFACTURING; *CURRICULUM GUIDES; *INDUSTRIAL ARTS; *GOAL ORIENTATION; *EDUCATIONAL OBJECTIVES; SECONDARY GRADES; CURRICULUM DESIGN; CURRICULUM DESIGN; *INDUSTRIAL TECHNOLOGY; PUBLIC SCHOOL SYSTEMS; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; MODELS; SEQUENTIAL PROGRAMS
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - INTENDED FOR THE USE OF TEACHERS AND ADMINISTRATORS FOR A SEQUENTIAL INDUSTRIAL ARTS PROGRAM FOR GRADES 7 THROUGH 12, THIS SPIRAL-BOUND CURRICULUM GUIDE CONTAINS GENERAL AND SPECIFIC PROGRAM GOALS AND EDUCATIONAL OBJECTIVES IN A COMPREHENSIVE APPROACH TO INDUSTRIAL TECHNOLOGY. ADOPTING THE EDUCATIONAL PHILOSOPHY OF THE AMERICAN INDUSTRIAL ARTS ASSOCIATION, THE LOS ALAMOS PUBLIC SCHOOL SYSTEM DEVELOPED GENERAL GOALS WHICH WERE WRITTEN BY AN INDUSTRIAL ARTS CURRICULUM COMMITTEE FOR THESE FIVE TECHNOLOGICAL AREAS: (1) MANUFACTURING, (2) CONSTRUCTION, (3) COMMUNICATION, (4) TRANSPORTATION, AND (5) RESEARCH AND DEVELOPMENT. A PROGRAM RATIONALE AND A DIAGRAM OF A STRUCTURE FOR IDENTIFYING AND IMPLEMENTING INDUSTRIAL ARTS GOALS AND OBJECTIVES ARE INCLUDED. (AG)

VT 017 729
BUSINESS COMMUNICATIONS.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 215P.

DESCRIPTORS - *TEACHING GUIDES; GRADE 12; COURSE DESCRIPTIONS; BIBLIOGRAPHIES; RESOURCE MATERIALS; *REVIEW (REEXAMINATION); *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; BASIC SKILLS; LEARNING ACTIVITIES; *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; *COMMUNICATIONS; COMMUNICATION SKILLS; WORKSHEETS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR A 2-SEMESTER BUSINESS COMMUNICATIONS COURSE IN GRADE 12 CONTAINS A COURSE DESCRIPTION AND RATIONALE, PUBLIC RELATIONS TECHNIQUES, OVERALL SUMMARY SHEETS FOR EACH 9-WEEK PERIOD, A BIBLIOGRAPHY, AND RESOURCE LISTS. OFFERING INTENSIVE REVIEW IN BASIC GRAMMAR, SENTENCE CONSTRUCTION, AND BUSINESS LETTER WRITING, 15 UNIT OUTLINES PROVIDE RESOURCE LISTS, LEARNING ACTIVITIES, INSTRUCTIONAL SCOPE, AND TIME ALLOTMENTS. VARIOUS TEACHING SUGGESTIONS, SAMPLE STUDENT WORKSHEETS, AND A VOCABULARY LIST OF USEFUL BUSINESS TERMS ARE INCLUDED. AN INTRODUCTORY 1-YEAR COURSE IN TYPING CONSTITUTES A PREREQUISITE FOR THIS BUSINESS COURSE, WHICH IS ENRICHED THROUGH THE USE OF AUDIOVISUAL AIDS, FILING PROCEDURES, SPEECH MAKING, AND PENMANSHIP DRILL. (AG)

VT 017 730
WHO? WHAT? WHERE? HOW MUCH? COORDINATED VOCATIONAL ACADEMIC EDUCATION BIBLIOGRAPHY.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 149P.

DESCRIPTORS - *BIBLIOGRAPHIES; *CAREER EDUCATION; VOCATIONAL DEVELOPMENT; *OCCUPATIONAL GUIDANCE; HUMAN RESOURCES; SECONDARY GRADES; HUMANITIES; *WORK STUDY PROGRAMS; *STUDENT DEVELOPED MATERIALS; COSTS; EDUCATIONAL COORDINATION; VOCATIONAL EDUCATION; ACADEMIC EDUCATION; INSTRUCTIONAL MEDIA
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS DETAILED BIBLIOGRAPHY OF CAREER DEVELOPMENT AND OCCUPATIONAL GUIDANCE MATERIALS PROVIDES A TENTATIVE, REPRESENTATIVE CROSS-SECTION OF MATERIALS AND RESOURCE PEOPLE THAT MAY BE AVAILABLE FOR USE IN JUNIOR AND SENIOR HIGH SCHOOL WORK STUDY PROGRAMS. COMPILED BY STUDENTS ATTENDING THE 1972 COORDINATED VOCATIONAL ACADEMIC EDUCATION PROGRAM WORKSHOP, THIS BIBLIOGRAPHY IS DIVIDED INTO TEN SECTIONS: (1) BOOKS, BOOKLETS, PAMPHLETS, AND MAGAZINES, (2) BULLETIN BOARDS AND POSTERS, (3) EQUIPMENT, (4) FILMSTRIPS, (5) FREE MATERIAL SOURCES AND RESOURCE PEOPLE, (6) FUND RAISING IDEAS, (7) GAMES, (8) KITS, (9) SLIDES AND TRANSPARENCIES, AND (10) TAPES AND CASSETTES. FOR EACH ITEM, THE CATALOG NUMBER, NAME OF THE ITEM, LIST PRICE, NET PRICE, POSTAGE REQUIRED, AND DESCRIPTION (INCLUDING GRADE LEVEL) ARE GIVEN IN A 6-COLUMN FORMAT. THE NAME AND ADDRESS OF THE PUBLISHING COMPANY, THE CATALOG YEAR, AND THE TYPE OF MATERIAL ARE INCLUDED. (AG)

VT 017 734
CURRICULAR AND INSTRUCTIONAL IMPROVEMENTS--1970-1971.

FORT WORTH PUBLIC SCHOOLS, TEX. DEPT. OF CURRICULUM.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 159P.

DESCRIPTORS - *EDUCATIONAL INNOVATION; *PILOT PROJECTS; INDEXES (LOCATERS); HUMANITIES; CITY WIDE PROGRAMS; *PROGRAM DESCRIPTIONS; EDUCATIONAL CHANGE; *PROGRAM EVALUATION; PROGRAM IMPROVEMENT; *EDUCATIONAL IMPROVEMENT; RESOURCE GUIDES
IDENTIFIERS - *FORT WORTH; EDUCATIONAL AWARENESS

ABSTRACT - THIS BULLETIN, AS THE FIFTH IN A SERIES OF ANNUAL REPORTS ON THE ACTIVITIES OF FORT WORTH'S DEPARTMENT OF CURRICULUM, DESCRIBES AND EVALUATES PILOT PROJECTS FOR THE 1970 SCHOOL YEAR, WHICH ARE INTENDED FOR CURRICULAR AND INSTRUCTIONAL IMPROVEMENT. USEFUL FOR PRINCIPALS AND TEACHERS AS A RESOURCE GUIDE PRESENTING IDEAS FOR POSSIBLE

INCORPORATION INTO THEIR PROGRAMS. THE SEVEN SECTIONS COVER: (1) NEW PROGRAMS, (2) PILOT PROJECTS, (3) CURRICULUM PUBLICATIONS, (4) TEACHER EDUCATION, (5) A STANDARDIZED TESTING PROGRAM, (6) TEXTBOOK SELECTIONS, AND (7) EQUIPMENT AND MATERIALS. NUMEROUS PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. RECOMMENDATIONS FOR PROGRAM DEVELOPMENTS, STEMMING FROM THESE INNOVATIVE PROJECTS, ARE PRESENTED WITH EACH PROGRAM DESCRIPTION. THIS DOCUMENT WAS DEVELOPED BY ADMINISTRATORS AND SUPERVISORS FROM FORT WORTH'S PUBLIC SCHOOL SYSTEM. (AG)

VT 017 739
FACING FACTS ABOUT CAREER OPPORTUNITIES FOR THE HIGH SCHOOL GRADUATE: A GUIDE FOR STUDENTS AND THEIR PARENTS.

PRUDENTIAL INSURANCE CO. OF AMERICA, NEWARK, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
PRUDENTIAL, BOX #36, NEWARK, NJ 07101
PUB DATE - 69 31P.

DESCRIPTORS - *HIGH SCHOOL GRADUATES; *CAREER PLANNING; PAMPHLETS; *CAREER OPPORTUNITIES; *POST HIGH SCHOOL GUIDANCE; EMPLOYMENT PROJECTIONS; VOCATIONAL DEVELOPMENT; OCCUPATIONAL INFORMATION; HUMANITIES; *OCCUPATIONAL GUIDANCE; RESOURCE MATERIALS; VISUAL AIDS; CONTINUOUS LEARNING; SECONDARY GRADES
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS BOOKLET WILL PROVE USEFUL TO HIGH SCHOOL STUDENTS, HIGH SCHOOL GRADUATES, PARENTS, OR GUIDANCE PERSONNEL AS A BASIC GUIDE TO CAREER OPPORTUNITIES AVAILABEL TO THE HIGH SCHOOL GRADUATE. A DISCUSSION OF SEVEN PRELIMINARY STEPS FOR PLANNING A CAREER WHILE IN HIGH SCHOOL PRECEDES BRIEF DESCRIPTIONS OF OPPORTUNITIES FOR POST-SECONDARY OR ADULT VOCATIONAL EDUCATION. A SMALL SAMPLING OF EMPLOYMENT OPPORTUNITIES IN VARIOUS OCCUPATIONAL CLUSTERS IS PROVIDED. EMPLOYMENT PROJECTIONS ARE PRESENTED BY MEANS OF A GRAPH, WHILE ADVICE IS GIVEN ON THE RISKS INVOLVED IN BEING SELF-EMPLOYED. WORKING LINE DRAWINGS ILLUSTRATE THE TEXT, WHICH INCLUDES A RESOURCE LIST. (AG)

VT 017 741
FACING FACTS ABOUT YOUR COLLEGE CAREER: A GUIDE FOR STUDENTS, COUNCELORS AND PARENTS.

PRUDENTIAL INSURANCE CO. OF AMERICA, NEWARK, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
PRUDENTIAL, BOX # 36, NEWARK, NJ 07101
PUB DATE - 71 31P.

DESCRIPTORS - *CAREER PLANNING; PAMPHLETS; STUDENT DEVELOPED MATERIALS; STUDENT ADJUSTMENT; VOCATIONAL DEVELOPMENT; *EDUCATIONAL GUIDANCE; *STUDENT COLLEGE RELATIONSHIP; *COLLEGE STUDENTS; *COLLEGE ATTENDANCE; STUDENT CHARACTERISTICS; INDIVIDUAL DEVELOPMENT; DECISION MAKING SKILLS; QUESTIONING TECHNIQUES; RESOURCE MATERIALS
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PAMPHLET FOR STUDENTS, COUNSELORS, AND PARENTS GIVES VALUABLE ADVICE ABOUT GOING TO COLLEGE, PROBLEMS THAT STUDENTS ENCOUNTER, AND RELEVANT FACTS THAT ARE HELPFUL IN MAKING THE STUDENT AWARE OF THE PERSONAL DECISIONS AND CHARACTERISTICS REQUIRED TO BENEFIT FROM COLLEGE LIFE. STUDENT CONSULTANTS FROM 17 COLLEGES AND UNIVERSITIES AND SIX HIGH SCHOOLS PRESENT THEIR IMPRESSIONS AND ADVICE ABOUT THE FOLLOWING IMPORTANT AREAS: (1) TODAY'S COLLEGE STUDENT, (2) NINE CRITICAL AREAS FOR STUDENT ADJUSTMENT, (3) LEARNING TO BE INDEPENDENT, AND (4) CAREER DECISIONS. CHECKLISTS FOR EACH TOPIC PROVIDE QUESTIONS TO INCREASE THE STUDENT'S SELF-AWARENESS. LINE DRAWINGS ILLUSTRATE THE TEXT, WHICH INCLUDES A RESOURCE LIST. (AG)

VT 017 843
CLARK, LAVON, AND OTHERS
SECRETARIAL TRAINING GUIDE. BUSINESS EDUCATION, WICHITA PUBLIC SCHOOLS, 1968-1969.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 103P.

DESCRIPTORS - COURSE DESCRIPTIONS; *RESOURCE GUIDES; SECONDARY GRADES; WORKSHEETS; *PROJECT TRAINING METHODS; TEACHING PROCEDURES; EDUCATIONAL OBJECTIVES; *SECRETARIES; *BUSINESS EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS COLOR-KEYED RESOURCE GUIDE INCLUDES TEACHING GUIDELINES, A SUGGESTED GRADING SCALE, AN INSTRUCTIONAL OUTLINE, AND COURSE OBJECTIVES FOR SECRETARIAL TRAINING PROJECTS, TO BE CHOSEN FROM A WIDE RANGE OF BUSINESS AND JOB TRAINING TOPICS. EXTENSIVE WORKSHEETS AND RESOURCE MATERIALS ARE PROVIDED FOR THE PROJECT WORK. INTRODUCTORY SHORTHAND AND TYPING ARE COURSE PREREQUISITES. DEVELOPED AT A WORKSHOP, THIS SECRETARIAL TRAINING GUIDE EMPHASIZES VOCATIONAL PREPARATION AND PERSONALITY DEVELOPMENT, IN ADDITION TO THE USE OF BUSINESS MACHINES AND RELATED OFFICE SKILLS. (AG)

VT 017 848
A TEACHER'S GUIDE FOR FREE ENTERPRISE.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP71 43P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *BUSINESS EDUCATION; *TEACHING GUIDES; BUSINESS EDUCATION TEACHERS; VOCATIONAL EDUCATION; ECONOMIC EDUCATION; *ECONOMICS; CONCEPT TEACHING; GOVERNMENT ROLE; COURSE CONTENT
IDENTIFIERS - ECONOMIC AWARENESS; FREE ENTERPRISE

ABSTRACT - WRITTEN BY SECONDARY SCHOOL AND TECHNICAL INSTITUTE INSTRUCTORS, DEPARTMENT HEADS, AND COORDINATORS AND REVIEWED BY AN ADVISORY COMMITTEE OF SCHOOL SUPERVISORS AND

BUSINESSMEN, THIS GUIDE IS PART OF A BUSINESS AND OFFICE EDUCATION CURRICULUM PROJECT DESIGNED FOR POST SECONDARY LEVEL INSTRUCTION. IT CONSISTS OF A 15-LESSON OUTLINE OF CONTENT ACTIVITIES WHICH ARE ORGANIZED BY SPECIFIC ECONOMIC CONCEPTS OF BUSINESS ORGANIZATIONS. INCLUDED IN THE CONTENT IS AN EXAMINATION OF THE COMPARATIVE ROLE OF THE INDIVIDUAL AND THE GOVERNMENT UNDER THE ECONOMIC SYSTEMS OF FREE ENTERPRISE, SOCIALISM, AND FASCISM. CONSIDERATION IS GIVEN TO GOVERNMENT REGULATION OF BUSINESS, RISK BEARING, THE LAW OF SUPPLY AND DEMAND, TYPES OF BUSINESS ORGANIZATIONS, THE PRICE SYSTEM, COMPETITION, MONOPOLY, AND INDIVIDUAL AND LEGAL RIGHTS. SPACE IS PROVIDED ON THE LEFT SIDE OF EACH PAGE FOR TEACHERS TO MAKE NOTES, WRITE IN STUDENT ACTIVITIES, AND ADD MATERIAL THEY THINK IS NECESSARY. (AUTHOR/DL)

VT 017 849
A TEACHER'S GUIDE FOR DATA PROCESSING.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP71 43P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; GOAL ORIENTATION; BEHAVIORAL OBJECTIVES; *VOCATIONAL EDUCATION; BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; COMMUNICATIONS; SECONDARY GRADES; *DATA PROCESSING; VISUAL AIDS; VOCATIONAL DEVELOPMENT; *TEACHING GUIDES
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - FUNDED BY A STATE GRANT, THIS INSTRUCTIONAL UNIT ON DATA PROCESSING WAS DEVELOPED BY VOCATIONAL BUSINESS AND OFFICE EDUCATION TEACHERS AT THE HIGH SCHOOL LEVEL WITH THE AID OF AN ADVISORY COMMITTEE OF TEACHERS AND LEADERS IN BUSINESS. FOR EACH OF THE TEN LESSON PLANS, A TOPICAL OUTLINE CORRELATED WITH KEY TEACHING POINTS IS PRESENTED IN A 2-COLUMN FORMAT. SPACE IS PROVIDED FOR THE TEACHER'S NOTES. FOUR UNIT GOALS WITH BEHAVIORAL OBJECTIVES ARE INCLUDED. LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 017 857
GENERAL OFFICE TRAINING. A GUIDE FOR TEACHERS TO HANDLE SPECIAL PROBLEMS IN BUSINESS EDUCATION. TENTATIVE REPORT.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. BUSINESS AND OFFICE EDUCATION SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 285P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *SPECIAL PROGRAMS; *TEACHING GUIDES; SECONDARY GRADES; FLEXIBLE PROGRESSION; STUDENT PROJECTS; *JOB TRAINING; BUSINESS EDUCATION; INDIVIDUAL NEEDS; INDIVIDUALIZED INSTRUCTION; RESOURCE MATERIALS; MARKETING; OCCUPATIONAL GUIDANCE; *PROGRAM GUIDES
IDENTIFIERS - BEGINNING COMPETENCE; *SPECIAL NEEDS

ABSTRACT - THIS SPIRAL-BOUND SUPPLEMENTAL TEACHING GUIDE FOR A 1-YEAR INTRODUCTORY COURSE IN GENERAL OFFICE TRAINING AT THE HIGH SCHOOL LEVEL WAS PREPARED ESPECIALLY TO MEET THE NEEDS OF THE LOW ACHIEVER, THE DISADVANTAGED STUDENT, AND OTHER SPECIAL NEEDS GROUPS. INTENDED FOR USE EITHER AS A SPECIAL COURSE OR FOR INTEGRATION INTO AN EXISTING CURRICULUM, THIS TENTATIVE REPORT EMPHASIZES INDIVIDUALIZED INSTRUCTION TO ACHIEVE FLEXIBILITY IN MEETING INDIVIDUAL NEEDS. FACILITY REQUIREMENTS AND SUGGESTED EQUIPMENT AND SUPPLY LISTS ARE INCLUDED, AS WELL AS A WIDE RANGE OF APPENDED RESOURCE MATERIALS. THE INSTRUCTIONAL PROGRAM OUTLINE DETAILS 23 STUDENT PROJECTS, EACH GIVING TEACHING PROCEDURES, A BEHAVIORAL OBJECTIVE, LEARNING ACTIVITIES, AND FOLLOW-UP ACTIVITIES. FOCUSING ON TECHNIQUES FOR OBTAINING AND SUCCEEDING ON A JOB, THESE INSTRUCTIONAL UNITS WERE DEVELOPED BY A STATE CURRICULUM COMMITTEE OF HIGH SCHOOL AND COLLEGE INSTRUCTORS AND LEADERS IN BUSINESS. FOR EACH SECTION, TOPICAL OUTLINES, RESOURCE LISTS, LEARNING ACTIVITIES, AND EVALUATION TECHNIQUES ARE CORRELATED WITHIN A 4-COLUMN FORMAT. SAMPLE PROGRAM MATERIALS ARE PROVIDED. (AG)

VT 017 922
DISTRIBUTIVE EDUCATION SECOND YEAR SERIES. UNIT IV: MARKETING IN OUR ECONOMY II.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
STATE OF FLORIDA, DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA 32304
PUB DATE - ND 52P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *STATE CURRICULUM GUIDES; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; *MARKETING; *COURSE CONTENT; TEACHING TECHNIQUES; AUDIOVISUAL AIDS
IDENTIFIERS - ECONOMIC AWARENESS; *FLORIDA

ABSTRACT - THIS CURRICULUM UNIT IS THE FOURTH IN A SERIES OF FIVE UNITS IN THE SECOND YEAR CURRICULUM FOR THE BASIC DISTRIBUTIVE EDUCATION PROGRAM IN FLORIDA'S SECONDARY SCHOOLS. IT IS DESIGNED TO DEVELOP AN UNDERSTANDING OF THE IMPORTANCE OF ECONOMIC GROWTH, THE CAUSES OF ECONOMIC FLUCTUATIONS, THE ROLES OF INTERNATIONAL TRADE IN THE WORLD'S ECONOMY, AND THE APPLICATION OF THE MARKETING CONCEPT IN AGRICULTURAL AND INDUSTRIAL MARKETING IN ACHIEVING OUR ECONOMIC GOALS. CONTENTS OF THE UNIT ARE ORGANIZED INTO THE FOLLOWING CHAPTERS: (1) ECONOMIC GROWTH, (2) FLUCTUATIONS IN NATIONAL INCOME, (3) MARKETING AND THE AMERICAN ECONOMY, (4) MARKETING AND THE SOCIAL PROCESS, (5) THE MARKETING CONCEPT, (6) AGRICULTURAL MARKETING, (7) INDUSTRIAL MARKETING, AND (8) INTERNATIONAL MARKETING. ACCOMPANYING THE UNIT ARE SUGGESTED STUDENT ASSIGNMENTS AND TEACHING TECHNIQUES, A LIST OF REFERENCES AND AUDIOVISUAL AIDS, AND A NUMBER OF OVERLAYS AND TRANSPARENCIES. A RELATED DOCUMENT IS AVAILABLE AS VT 013 112 (AIM VOL.5, NO. 1). (DL)

VT 017 925

THE COOPERATIVE PLAN FOR DISTRIBUTIVE EDUCATION IN FLORIDA'S HIGH SCHOOLS.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
BULL-74H-8-REV
GAIL TRAPNELL, DISTRIBUTIVE EDUCATION, STATE OF FLORIDA, DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA 32304
PUB DATE - APR70 109P. REVISED EDITION

DESCRIPTORS - *PROGRAM GUIDES; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; CURRICULUM PLANNING; PROGRAM EVALUATION; PROGRAM PLANNING; ADMINISTRATOR GUIDES; *COOPERATIVE EDUCATION; *STATE CURRICULUM GUIDES
IDENTIFIERS - *FLORIDA

ABSTRACT - THIS BULLETIN, DEVELOPED UNDER THE SUPERVISION OF A CURRICULUM SPECIALIST FOR DISTRIBUTIVE EDUCATION, IS DESIGNED TO ASSIST ADMINISTRATORS, SUPERVISORS, AND TEACHER-COORDINATORS IN SUCCESSFULLY ESTABLISHING AND OPERATING PROGRAMS IN COOPERATIVE DISTRIBUTIVE EDUCATION IN FLORIDA'S SECONDARY SCHOOLS. THE THRUST OF THESE PROGRAMS IS TO PREPARE SECONDARY STUDENTS FOR FUTURE CAREERS IN MARKETING AND DISTRIBUTION THROUGH UTILIZATION AND IMPLEMENTATION OF THE COOPERATIVE PLAN AS A METHOD OF INSTRUCTION. INCLUDED IN THE GUIDE ARE DESCRIPTIONS OF (1) THE PHILOSOPHY AND OBJECTIVES OF THE PLAN, (2) THE ACTIVITIES OF THE TEACHER-COORDINATOR, (3) THE ORGANIZATION AND OPERATION OF THE PLAN, (4) CURRICULUM PLANNING, AND (5) PROGRAM PROMOTION AND EVALUATION. SURVEYS, QUESTIONNAIRES, APPLICATION, CHARACTER REFERENCE, AND SAMPLE EMPLOYER EVALUATION FORMS ARE INCLUDED IN THE APPENDIX. A RELATED DOCUMENT IS AVAILABLE IN ARM WINTER 1968 AS VT 005 264. (AUTHOR/DL)

VT 018 066
MAKING THE GRADE.

EFFECTIVE LEARNING INC.; SETTLEMENT HOUSES EMPLOYMENT DEVELOPMENT, INC., NEW YORK, N.Y. NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF OCCUPATIONAL EDUCATION RESEARCH.
DOCUMENT NOT AVAILABLE FROM EDRS.
PUB DATE - NOV71 124P.

DESCRIPTORS - *READING MATERIALS; *INSTRUCTIONAL MATERIALS; *MANPOWER DEVELOPMENT; WORKSHEETS; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; UNDEREMPLOYED; UNEMPLOYED; *SECRETARIES; *JOB TRAINING; SEQUENTIAL APPROACH; WORK EXPERIENCE; WORK ATTITUDES; TEACHING TECHNIQUES; EMPLOYMENT PROBLEMS
IDENTIFIERS - SELF AWARENESS; *MINI-GRANT

ABSTRACT - TO PREPARE UNEMPLOYED AND UNDEREMPLOYED ADULTS FOR SECRETARIAL POSITIONS IN LAW FIRMS, THIS SPECIAL CURRICULUM DEALS WITH WORK BEHAVIOR AND WORK CONTENT IN A SEQUENCE OF 15 ANECDOTAL UNITS DESCRIBING THE FICTITIOUS WORK EXPERIENCE OF A YOUNG, ECONOMICALLY DISADVANTAGED GIRL DURING HER FIRST CRUCIAL WEEKS ON THE JOB. FUNDED UNDER A STATE "MINI-GRANT," THESE 15 INSTRUCTIONAL UNITS CONTAIN READING MATERIALS FOLLOWED BY QUESTIONS FOR THE STUDENT TO ANSWER. A DETAILED RATIONALE AND TEACHING GUIDE DISCUSS THIS APPROACH TO MANPOWER TRAINING, GIVING SUGGESTIONS ON HOW TO UTILIZE THE QUESTIONS EFFECTIVELY IN THE CLASSROOM. DEVELOPED BY SUPERVISORS, ATTORNEYS, TRAINING INSTRUCTORS, AND TRAINEES FROM LAW FIRMS, THE WORK ASSIGNMENTS, LEGAL TERMINOLOGY AND FORMS, AND JOB PROBLEMS ARE PRESENTED WITHIN A CONTEXT OF SUPERVISORY AND ATTORNEY EXPECTATIONS AND ATTITUDES AND CO-WORKERS' ATTITUDES. INTENDED TO IMPROVE THE STUDENTS' SELF-AWARENESS, BEHAVIORAL UNDERSTANDINGS, AND COMPREHENSION AND PERFORMANCE OF WORK TASKS, THIS STORY IS AIMED AT MAXIMIZING STUDENTS' JOB SATISFACTIONS AND ACHIEVEMENTS. (AG)

VT 018 070
AVIATION ORDNANCEMAN 1 AND C. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10347-C
PUB DATE - 68 268P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; GOVERNMENT (ADMINISTRATIVE BODY); VISUAL AIDS; VOCATIONAL DEVELOPMENT; INDEXES (LOCATERS); *MILITARY TRAINING; *MANUALS; *EQUIPMENT MAINTENANCE; *AVIATION TECHNOLOGY; *PROMOTION (OCCUPATIONAL); ARMED FORCES; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; EMPLOYMENT SKILLS; *AVIATION ORDNANCEMAN 1 AND C

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE RATINGS OF AVIATION ORDNANCEMEN 1 AND C. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS IS PROVIDED IN A DISCUSSION OF THE USE OF ADDITIONAL STUDY MATERIALS. OTHER CHAPTERS FOCUS ON: (1) MANAGEMENT, (2) MATERIAL CONTROL, (3) CAREER AIRCRAFT ARMAMENT SYSTEMS, (4) SHORE BASED AIRCRAFT ARMAMENT SYSTEMS, (5) GUIDED MISSILES, (6) AIR STRIKE PREPARATION, (7) SHIPBOARD ORDNANCE, (8) AMMUNITION HANDLING AND STORAGE ASHORE, (9) AIRCRAFT BORESIGHTING, AND (10) SMALL ARMS RANGES. A LIST OF SYMBOLS AND AN INDEX ARE PROVIDED. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT. (AG)

VT 018 071
AVIATION STRUCTURAL MECHANIC E 3 AND 2. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10309-C
PUB DATE - 69 432P.

DESCRIPTORS - *ADULT VOCATIONAL EDUCATION; GOVERNMENT (ADMINISTRATIVE BODY); VISUAL AIDS; VOCATIONAL DEVELOPMENT, INDEXES (LOCATERS); *AVIATION MECHANICS; *MILITARY TRAINING; *MANUALS; *AVIATION TECHNOLOGY; PROMOTION (OCCUPATIONAL); ARMED FORCES; OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES PREPARED FOR NAVY AND NAVAL RESERVE PERSONNEL WHO ARE STUDYING FOR ADVANCEMENT TO THE AVIATION STRUCTURAL MECHANIC E3 AND 2 RATING. NECESSARY INFORMATION FOR MEETING JOB QUALIFICATIONS IS PROVIDED. THE TEN CHAPTERS COVER: (1) AERONAUTIC PUBLICATIONS, (2) HANDTOOLS, TUBING, AND FLEXIBLE HOSE, (3) CORROSION CONTROL, (4) PRESSURIZATION AND AIR-CONDITIONING SYSTEMS, (5) UTILITY SYSTEMS, (6) GASEOUS OXYGEN SYSTEMS, (7) LIQUID OXYGEN SYSTEMS, (8) EGRESS SYSTEMS, AND (9) LINE OPERATIONS AND MAINTENANCE. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. (AG)

VT 018 092   ED 070 845
HARDELL, E.A.
CURRICULUM GUIDE: LIFE SKILLS COURSE FOR CORRECTIONS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-$0.65 HC-$3.29.
SASKATCHEWAN NEWSTART INC., FIRST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - FEB72 52P.

DESCRIPTORS - *CURRICULUM GUIDES; *CORRECTIONAL EDUCATION; *ADULT EDUCATION; *PRISONERS; *REHABILITATION PROGRAMS; SKILL DEVELOPMENT; PROBLEM SOLVING; THERAPEUTIC ENVIRONMENT; BEHAVIOR DEVELOPMENT; COURSE CONTENT; COURSE OBJECTIVES
IDENTIFIERS - NEWSTART

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES MODIFICATIONS TO THE LIFE SKILLS LESSONS CONTAINED IN THE LIFE SKILLS COACHING MANUAL PREPARED BY SASKATCHEWAN NEWSTART. THE COURSE CHANGES ARE BASED ON ADULT EDUCATION EXPERIENCE AT A PENITENTIARY, A LITERATURE SEARCH, AND INTERVIEWS WITH INMATES AND STAFF AT A CORRECTIONAL INSTITUTION. AS WITH THE CORRECTIONAL THERAPEUTIC COMMUNITY CONCEPT, A METHOD OF SOCIAL REHABILITATION IN WHICH INMATES PRACTICE ATTITUDES AND BEHAVIORS TO DEVELOP CONSTRUCTIVE RELATIONSHIPS, THE ULTIMATE OBJECTIVE OF THE LIFE SKILLS COURSE FOR CORRECTIONS IS THE SUCCESSFUL INTEGRATION OF THE INMATE INTO SOCIETY. INCLUDED IN THE DOCUMENT ARE LESSON SEQUENCE AND CONTENT, THE CURRICULUM GUIDE, AND A BIBLIOGRAPHY. RELATED DOCUMENTS ARE AVAILABLE AS ED 050 346, ED 068 741 AND ED 070 846 (VT 018 093, AIM VOL.6, NO.2). (MF)

VT 018 262
FRIDLINE, CLARENCE R.
SOME IDENTIFYING CHARACTERISTICS OF 60 CROP AND WEED SEEDS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-100/40
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, FYFFE ROAD, COLUMBUS, OH. 43210 ($.80)
PUB DATE - NOV72 21P. NOVEMBER 1972 REVISION.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; PLANT GROWTH; *PLANT IDENTIFICATION; HIGH SCHOOL CURRICULUM; FIEL CROPS; WEEDS; AGRONOMY; GLOSSARIES; AGRICULTURAL PRODUCTION; *RESOURCE GUIDES; VISUAL AIDS; PLANTING; PLANT SCIENCE; *UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *SEEDS

ABSTRACT - USEFUL AS A STUDY GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE STUDENTS, THES RESOURCE MATERIALS INCLUDE A RATIONALE FOR THE POSITIVE IDENTIFICATION OF COMMON CROP AND WEED SEEDS, A BRIEF GLOSSARY, A STUDENT WORKSHEET, AND A BIBLIOGRAPHY. DEVELOPED BY CURRICULUM SPECIALIST WHO WAS A FORMER VOCATIONAL AGRICULTURE TEACHER AT THE HIGH SCHOOL LEVEL, THE DESCRIPTIONS OF 60 CROP AN WEED SEEDS ARE GROUPED INTO THE FOLLOWING CATEGORIES: (1) GRAIN CROP SEEDS, (2) FORAGE CROP SEEDS, (3) GRASS CROP SEEDS, (4) OTHER CROPS, (5) NOXIOUS WEED SEEDS, AND (6) COMMO WEED SEEDS. NUMEROUS DRAWINGS OF THE SEEDS ILLUSTRATE THE TEXT. (AG)

VT 018 264
KOWALKA, RONALD C.
BUSINESS PRINCIPLES OF LANDSCAPE SERVICE ORGANIZATIONS. TEACHERS MANUAL.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-953
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2121 FYFFE ROAD COLUMBUS, OH. 43210 ($1.00)
PUB DATE - 72 22P.

DESCRIPTORS - *ANSWER KEYS; WORKSHEETS; *LANDSCAPING; *HORTICULTURE; PRODUCER SERVICES; AGRICULTURAL EDUCATION; *SERVICE EDUCATION; BUSINESS SKILLS; ESTIMATED COSTS; WORK EXPERIENCE; *AGRIBUSINESS; VOCATIONAL AGRICULTURE

ABSTRACT - IN THIS ANSWER KEY FOR TEACHERS T USE WITH A RELATED STUDENT MANUAL ENTITLED "BUSINESS PRINCIPLES OF LANDSCAPE SERVICE ORGANIZATIONS," WHICH WAS DESIGNED FOR THE STUDENT IN A VOCATIONAL HORTICULTURE CURRICULUM, SUGGESTED ANSWERS TO 21 QUESTION ARE INCLUDED. THESE ANSWERS, TOGETHER WITH COMPLETED WORKSHEETS, ARE CORRELATED WITH TH THIRD SECTION OF THE STUDENT MANUAL, WHICH I A PROBLEM DEALING WITH A LANDSCAPING JOB FRO THE FIRST CUSTOMER CONTACT TO BILLING THE CUSTOMER FOR THE JOB. DEVELOPED BY A FORMER MARKETING CONSULTANT WHO WAS ALSO A FORMER VOCATIONAL HORTICULTURE INSTRUCTOR, THIS DOCUMENT WAS WRITTEN WITH THE AID OF VOCATIONAL HORTICULTURE EXPERTS. THE STUDENT MANUAL IS AVAILABLE AS VT 018 265, IN THIS ISSUE. (AG)

VT 018 265
KOWALKA, RONALD C.
BUSINESS PRINCIPLES OF LANDSCAPE SERVICE ORGANIZATIONS. STUDENT MANUAL.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-953
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD COLUMBUS, OH. 43210 ($2.50)

PUB DATE - 72 88P.

DESCRIPTORS - *VOCATIONAL EDUCATION; AGRICULTURAL EDUCATION; ORNAMENTAL HORTICULTURE; *LANDSCAPING; *BUSINESS RESPONSIBILITY; *NURSERIES (HORTICULTURE); *MANUALS; ORNAMENTAL HORTICULTURE OCCUPATION; RECORDS (FORMS)

ABSTRACT - PREPARED BY A FORMER TEACHER OF VOCATIONAL HORTICULTURE, THIS INDIVIDUAL STUDENT REFERENCE IS DESIGNED FOR THE STUDENT IN A HORTICULTURE CURRICULUM. SECTION I DESCRIBES THE ORGANIZATION OF A LANDSCAPING BUSINESS AND A JOB DESCRIPTION OF ITS MAJOR EMPLOYEES. SECTION II IS A DESCRIPTION OF A TYPICAL LANDSCAPING JOB FROM START TO FINISH WITH EMPHASIS UPON THE USE AND PREPARATION OF BUSINESS FORMS. THE FORMS INCLUDED ARE EXAMPLES OF THE VARIETY USED BY VARIOUS BUSINESSES WITH EMPHASIS ON THE PURPOSE OF THE FORM. SECTION III IS A PROBLEM WHICH TAKES THE STUDENT THROUGH A LANDSCAPING JOB FROM THE FIRST CUSTOMER CONTACT TO THE FINAL BILLING. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 018 264. (AUTHOR/KH)

VT 018 267
HILLISON, JOHN H.
CONSERVATION AIDE V, ENGINEERING: CONSERVATION STRUCTURES AND PRACTICES.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-963
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($1.00)
PUB DATE - 72 66P.

DESCRIPTORS - VOCATIONAL AGRICULTURE; ENGINEERING TECHNICIANS; *CONSERVATION EDUCATION; *PROJECT TRAINING METHODS; *VOCATIONAL EDUCATION; WORK EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT; COOPERATIVE PROGRAMS; PHOTOGRAPHS; VISUAL AIDS; WORKBOOKS; BEHAVIORAL OBJECTIVES; JOB TRAINING; *ENGINEERING TECHNOLOGY; *SUPPLEMENTARY TEXTBOOKS
IDENTIFIERS - *OHIO; CONSERVATION AIDE

ABSTRACT - THIS BASIC WORKBOOK SERVES AS A TEXT FOR OHIO ENGINEERING STUDENTS ON CONSERVATION STRUCTURES AND PRACTICES. AS ONE PART OF A 5-PART SERIES ENTITLED "CONSERVATION AIDES REFERENCES," THIS INSTRUCTIONAL UNIT IS DESIGNED FOR HIGH SCHOOL JUNIORS AND SENIORS IN A COOPERATIVE WORK EXPERIENCE PROGRAM IN VOCATIONAL AGRICULTURE. AFTER COMPLETION OF THIS CONSERVATION AIDE TRAINING PROJECT, THE STUDENT WILL BE READY FOR IMMEDIATE POST-SECONDARY EMPLOYMENT IN SOIL AND WATER CONSERVATION SERVICES. NUMEROUS PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES BEHAVIORAL OBJECTIVES, WORKSHEETS, AND READING MATERIALS. (AG)

VT 018 268
HILLISON, JOHN H.
CONSERVATION AIDE IV, SURVEYING.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-963
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($1.25)
PUB DATE - 72 87P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; COOPERATIVE EDUCATION; *ON THE JOB TRAINING; JOB SKILLS; *SOIL CONSERVATION; ENGINEERING; ENGINEERING TECHNICIANS; ENGINEERING TECHNOLOGY
IDENTIFIERS - *OHIO; SURVEYING

ABSTRACT - THIS REFERENCE UNIT IN SURVEYING IS INTENDED FOR USE AS BOTH A TEXTBOOK AND A WORKBOOK BY STUDENTS PLANNING A CAREER IN SOIL CONSERVATION IN OHIO. BEHAVIORAL OBJECTIVES STATED AT THE BEGINNING OF THE UNIT SERVE AS GUIDES FOR STUDYING AND MEASURING HOW WELL THE STUDENT IS DOING. LEARNING EXERCISES ARE DESIGNED FOR BOTH CLASSROOM AND ON THE JOB EXPERIENCE IN A COOPERATIVE WORK STUDY PROGRAM. UPON COMPLETION OF THE COURSE, THE STUDENT SHOULD BE ABLE: (1) TO EXPLAIN TYPES OF LEGAL SURVEYS IN OHIO, (2) TO USE UNITS OF MEASUREMENT ESSENTIAL FOR SURVEYING, (3) TO DEMONSTRATE THE USE OF SURVEYING INSTRUMENTS, (4) TO RECORD FIELD NOTES, (5) TO RECORD SURVEY INFORMATION FROM FIELD NOTES, AND (6) TO USE CORRECT TERMINOLOGY FOR SURVEYING TECHNIQUES. (KH)

VT 018 342
HOME ECONOMICS INSTRUCTIONAL MATERIALS PROJECT. (TEXT AND APPENDICES A-D).

WISHEK SCHOOL DISTRICT 19, BISMARCK, N. DAK.
NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 72P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *HOME ECONOMICS; SECONDARY GRADES; DISADVANTAGED YOUTH; CAREER EDUCATION; *CURRICULUM DEVELOPMENT; STUDENT CENTERED CURRICULUM; *CONSUMER EDUCATION; HOMEMAKING EDUCATION; *VOCATIONAL HOME ECONOMICS
IDENTIFIERS - DECISIONS; SELF AWARENESS

ABSTRACT - THE PRIMARY OBJECTIVE OF THE HOME ECONOMICS INSTRUCTIONAL MATERIALS PROJECT WAS TO DEVELOP NEW CURRICULUM MATERIALS FOR USE IN SECONDARY HOME ECONOMICS PROGRAMS IN DEPRESSED AREAS. A SECOND AIM WAS TO INVOLVE TEACHERS AND STUDENTS FROM THE AREA IN THE CURRICULUM. THIS DOCUMENT IS A REPORT OF THE MATERIALS DEVELOPED AS A RESULT OF THE PROJECT, THE WAYS THEY WERE USED, AND EVALUATIONS OF THE MATERIALS. INCLUDED ARE FOUR APPENDIXES: (1) A QUESTIONNAIRE ON CURRICULUM MATERIALS NEEDED BY HOME ECONOMICS TEACHERS IN DEPRESSED AREAS, (2) INSTRUCTIONAL MATERIALS USED IN THE PROJECT, SUCH AS "QUESTIONS FOR INTERVIEWING PERSONS IN VARIOUS OCCUPATIONS," "STUDENT GUIDELINE FOR LISTENING TO HOME ECONOMICS CAREER DEVELOPMENT TAPES," "HOME ECONOMICS CAREER CHARTS," AND REFERENCE MATERIAL FOR CAREER DEVELOPMENT IN HOME ECONOMICS, (3) PROGRAMED INSTRUCTIONAL MATERIAL FOR AN INTRODUCTION TO THE DUAL ROLE OF HOMEMAKER AND WAGE EARNER, AND (4) AN INTEREST SURVEY FOR SECONDARY

SCHOOL STUDENTS. (AUTHORS/DL)

VT 018 365
HULL MAINTENANCE TECHNICIAN 1 & C. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVTRA-10574
PUB DATE - 72 217P. REVISED EDITION

DESCRIPTORS - *MILITARY TRAINING; PROMOTION (OCCUPATIONAL); *ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; TASK PERFORMANCE; *JOB TRAINING; *MANUALS; EMPLOYMENT QUALIFICATIONS; *EQUIPMENT MAINTENANCE; SUBPROFESSIONALS
IDENTIFIERS - *HULL MAINTENANCE TECHNICIAN 1 & C

ABSTRACT - THIS REVISED RATE TRAINING MANUAL FOR NAVY AND NAVAL RESERVE PERSONNEL COVERS THE DUTIES REQUIRED TO PREVENT, MINIMIZE, AND CORRECT THE EFFECTS OF OPERATIONAL AND BATTLE DAMAGE TO SHIPS AND PERSONNEL IN ORDER TO MAINTAIN FIRE POWER, MOBILITY, MANEUVERABILITY, AND BUOYANCY. INFORMATION IS PRESENTED WHICH RELATES TO TASKS REQUIRED TO MEET SHIPBOARD NEEDS--THOSE WHICH ARE ASSIGNED TO THE JOBS OF HULL MAINTENANCE TECHNICIAN FIRST CLASS AND CHIEF HULL MAINTENANCE TECHNICIAN. THE 14 TOPICAL CHAPTERS COVER: (1) ADVANCEMENT AND RESPONSIBILITIES, (2) SHOP SUPERVISION, (3) SHIP REPAIR, (4) METALLURGY AND HEAT TREATING, (5) WELDING, (6) NONDESTRUCTIVE TESTS AND INSPECTIONS OF WELDS, (7) BOAT REPAIRS, (8) SHIP STABILITY, (9) DAMAGE CONTROL DIAGRAMS AND BLUEPRINTS, (10) THE DAMAGED SHIP, (11) DAMAGE CONTROL, (12) CBR - CONTAMINATION AND DECONTAMINATION, (13) JOB TRAINING, AND (14) SECURITY PROGRAMS. A WIDE RANGE OF PHOTOGRAPHS AND LINE DIAGRAMS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. (AG)

VT 018 373
HILLISON, JOHN H., AND OTHERS
OCCUPATIONAL OPPORTUNITIES IN ENVIRONMENTAL MANAGEMENT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-980/00
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($1.25)
PUB DATE - 72 52P.

DESCRIPTORS - *EMPLOYMENT OPPORTUNITIES; *INSTRUCTIONAL MATERIALS; VISUAL AIDS; LEARNING ACTIVITIES; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *CAREER CHOICE; *ENVIRONMENTAL EDUCATION; ENVIRONMENTAL TECHNICIANS; WASTE DISPOSAL; MANAGERIAL OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; *ENVIRONMENTAL MANAGEMENT

ABSTRACT - DEVELOPED AS AN INTRODUCTORY GUIDE TO THE CAREERS AVAILABLE TO HIGH SCHOOL GRADUATES IN ENVIRONMENTAL MANAGEMENT, THIS INSTRUCTIONAL UNIT IS DESIGNED TO PROVIDE THE STUDENT WITH AN AWARENESS OF THE JOB OPPORTUNITIES AND REQUIREMENTS IN THIS AREA TO AID IN MAKING APPROPRIATE CAREER DECISIONS ABOUT THE FOLLOWING VOCATIONS: (1) WASTEWATER TREATMENT OPERATOR, (2) WATER TREATMENT OPERATOR, (3) AIR POLLUTION INSPECTOR, (4) SOLID WASTE MANAGERS, AND (5) SOIL CONSERVATION TECHNICIANS. AFTER COMPLETION OF THE UNIT, THE STUDENT WILL BEGIN A SPECIFIC TRAINING PROGRAM PREPARING HIM FOR IMMEDIATE POST-SECONDARY EMPLOYMENT. THE OCCUPATIONAL INFORMATION IS PRESENTED BY MEANS OF DIALOGUES DESCRIBING DAILY JOB DUTIES FOR THESE FIVE OCCUPATIONS IN ENVIRONMENTAL MANAGEMENT. NUMEROUS PHOTOGRAPHS AND DRAWINGS ILLUSTRATE THE TEXT, WHICH INCLUDES SUGGESTED LEARNING ACTIVITIES AND RESOURCE LISTS. (AG)

VT 018 376
PLANK, HARRY
FEEDS: TEACHER'S MANUAL.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-921
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OH. 43210 ($1.00)
PUB DATE - 72 24P.

DESCRIPTORS - *AGRICULTURAL SUPPLIES; *FEED INDUSTRY; *UNITS OF STUDY (SUBJECT FIELDS); INSTRUCTIONAL MATERIALS; ANSWER KEYS; *VOCATIONAL AGRICULTURE; VOCATIONAL DEVELOPMENT; TEACHING PROCEDURES; PRETESTS; VOCATIONAL EDUCATION; QUESTIONING TECHNIQUES; RESOURCE MATERIALS; *AGRICULTURAL EDUCATION

ABSTRACT - THIS INSTRUCTIONAL UNIT CONTAINS A PRE-TEST AND TEACHING SUGGESTIONS ON LIVESTOCK FEED FOR A VOCATIONAL AGRICULTURE COURSE IN AGRICULTURAL SUPPLIES, CONTAINING BOTH TRUE/FALSE, COMPLETION, AND MATCHING ITEMS. A CORRESPONDING ANSWER KEY DETAILS ANSWERS TO THESE 35 QUESTIONS. AN ANALYSIS SHEET FOR FEED INGREDIENTS, A COMPARISON SHEET ON THE COSTS OF SELLING WEANLING PIGS AS OPPOSED TO FEEDING FAT HOGS, AND A POULTRY CONTRACT SUMMARY ARE INCLUDED. FOR ADDITIONAL STUDY, TEN POULTRY CONTRACT QUESTIONS WITH ANSWERS ARE PROVIDED. (AG)

VT 018 427
SUMMER JOBS IN EUROPE--1973.

VACATION WORK LIMITED, CINCINNATI, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 19P.

DESCRIPTORS - *EMPLOYMENT PROGRAMS; EMPLOYMENT SERVICES; *EMPLOYMENT OPPORTUNITIES; JOBS; JOB APPLICANTS; *OCCUPATIONAL INFORMATION; JOB PLACEMENT; *WORK EXPERIENCE PROGRAMS; *OVERSEAS EMPLOYMENT; FOREIGN COUNTRIES
IDENTIFIERS - EUROPE; SUMMER JOBS

ABSTRACT - HIGHLIGHTED IN THIS DOCUMENT IS THE SUMMER JOBS IN EUROPE PROGRAM. INSTITUTED IN 1970, THE PROGRAM OPERATES PRIMARILY IN FRANCE, ITALY, GREAT BRITAIN AND SWITZERLAND. EXPLAINED ARE SUCH THINGS AS: (1) THE NATURE OF THE PROGRAM, (2) FRINGE BENEFITS OF THE PROGRAM, AND (3) AVAILABLE JOB OPPORTUNITIES.

A DETAILED DESCRIPTION OF PROGRAM OPERATIONS IN EACH OF THE FOUR PARTICIPATING COUNTRIES IS INCLUDED AS WELL AS A SAMPLE APPLICATION FORM. (SN)

VT 018 455
GROHE, WILLIAM
PRECISION INSPECTION MANUAL-1.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 174P.

DESCRIPTORS - *STUDY GUIDES; TEACHING GUIDES; SECONDARY GRADES; *HAND TOOLS; *VOCATIONAL EDUCATION; SHOP CURRICULUM; *UNIT PLAN; INSTRUCTIONAL MATERIALS; MEASUREMENT; *MEASUREMENT INSTRUMENTS; EQUIPMENT
IDENTIFIERS - *PRECISION MEASUREMENT

ABSTRACT - THIS MANUAL IS DESIGNED TO ACQUAINT STUDENTS WITH VARIOUS NONPRECISION AND PRECISION TOOLS. FOLLOWING BRIEF INTRODUCTORY MATERIAL ON THE ORIGIN AND HISTORY OF TOOLS, THE MANUAL IS DIVIDED INTO TWO UNITS, EACH OF WHICH IS MADE UP OF A SERIES OF INFORMATION TOPICS. THE FIRST UNIT INCLUDES 15 LESSONS COVERING SUCH NONPRECISION TOOLS AS THE STEEL SCALE, VARIOUS TYPES OF CALIPERS, DIVIDERS, SQUARES, AND GAUGES, WHILE UNIT II PRESENTS 11 LESSONS DEALING WITH MICROMETER INSTRUMENTS. EACH LESSON INCLUDES OBJECTIVES, TOPICAL INFORMATION, FILL-IN STATEMENTS, TRUE OR FALSE TEST, AND ASSIGNMENT TEST. EACH UNIT ALSO PROVIDES A SUMMARY OF IMPORTANT FACTS AND A FINAL ACHIEVEMENT TEST. THE TEXT IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS, DRAWINGS, AND DIAGRAMS. (AW)

VT 018 461
HENDERSON, JOSEPH
SCIENTIFIC GLASSBLOWING 1 AND 2. STUDENT MANUAL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 235P.

DESCRIPTORS - *MANUALS; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *GLASS; *SKILLED OCCUPATIONS; VISUAL AIDS; *STATE CURRICULUM GUIDES; EMPLOYMENT OPPORTUNITIES; DEVELOPMENTAL VOCABULARY; STUDENT TESTING; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; QUESTIONING TECHNIQUES
IDENTIFIERS - *SCIENTIFIC GLASSBLOWING; EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDENT MANUAL CONTAINS LABORATORY WORKSHEETS, READING MATERIALS, TERM DEFINITIONS, PHOTOGRAPHS AND OTHER VISUAL AIDS, AND RESOURCE MATERIALS FOR A 7-UNIT INTRODUCTORY SCIENTIFIC GLASSBLOWING COURSE AND A FOLLOWING 7-UNIT COURSE, DEVELOPED BY A CONSULTANT AT A COMMUNITY COLLEGE FOR NEW JERSEY VOCATIONAL CURRICULUMS. STUDENT TESTS AND STUDENT RECORD SHEETS ARE INCLUDED. PERFORMANCE OBJECTIVES, CLASSROOM ASSIGNMENTS, RELATED INFORMATION, AND QUESTIONS ARE PRESENTED FOR EACH UNIT. A MAP LOCATING EACH SCIENTIFIC GLASSBLOWER IN THE UNITED STATES IS INCLUDED. (AG)

VT 018 482
DEVELOPMENTS OF THE 1972 SUMMER WORKSHOP OF SECONDARY EXPLORATION OF TECHNOLOGY (INDEPENDENCE-BURLINGTON-SHAWNEE MISSION). A TRIAL 9TH AND/OR 10TH GRADE INDUSTRIAL ARTS COURSE IN MATERIALS/PROCESSES.

INDEPENDENCE HIGH SCHOOL, KANS.; BURLINGTON HIGH SCHOOL, KANS.; SHAWNEE MISSION PUBLIC SCHOOLS, KANS.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 136P.

DESCRIPTORS - SUMMER WORKSHOPS; *INDUSTRIAL ARTS; *EXPERIMENTAL CURRICULUM; *INDUSTRIAL TECHNOLOGY; SYSTEMS APPROACH; PILOT PROJECTS; CONCEPT TEACHING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; SKILL DEVELOPMENT; GOAL ORIENTATION; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL EDUCATION
IDENTIFIERS - ESEA TITLE III; KANSAS; *CAREER EXPLORATION

ABSTRACT - THIS TENTATIVE CURRICULUM GUIDE FOR TEACHING THE MATERIALS/PROCESSES SYSTEM AS A TRIAL COURSE IN INDUSTRIAL ARTS FOR GRADES 9 OR 10 CONTAINS GENERAL AND SPECIFIC INSTRUCTIONAL GOALS AND OBJECTIVES FOR INDUSTRIAL ARTS, DEFINITIONS OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR BEHAVIORAL OBJECTIVES, AND VARIOUS OTHER TERM DIFINITIONS. FOR EACH LESSON IN INDUSTRIAL PROCESSES, TEACHING PROCEDURES, EQUIPMENT AND RESOURCE LISTS, TIME ALLOTMENTS, SKILL DEVELOPMENT LEVELS, AND PERFORMANCE OBJECTIVES ARE INCLUDED. DEVELOPED AT A 1972 SUMMER WORKSHOP AS A PILOT PROJECT FOR VOCATIONAL EXPLORATION OF TECHNOLOGY AT THE SECONDARY LEVEL, THIS TRIAL GUIDE FOR THE STATE OF KANSAS WAS FUNDED UNDER ESEA TITLE III AND WRITTEN BY A GROUP OF 12 EDUCATORS AT THE SECONDARY LEVEL. AS THE STUDY OF ORGANIC AND INORGANIC MATERIALS AND HOW THEY ARE CHANGED TO SATISFY MAN'S MATERIAL NEEDS, THIS 2-SEMESTER MATERIALS/PROCESSES CURRICULUM FOCUSES ON VOCATIONAL AWARENESS, "REAL LIFE" ANALYSIS OF INDUSTRIAL PRODUCTS AND MATERIALS, AND RELATED SHOP ACTIVITIES, INCLUDING THE SAFE USE OF EQUIPMENT. A PRE- OR POST TEST WITH AN ANSWER KEY IS APPENDED. (AG)

VT 018 505
PRENTICE, BARBARA A.
THE BACK-TO-WORK HANDBOOK FOR HOUSEWIVES. A COLLIER BOOKS CAREER GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE MACMILLAN COMPANY, 866 THIRD AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 71 183P.

DESCRIPTORS - *VOCATIONAL INTERESTS; *OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; HUMANITIES; *HOUSEWIVES; ADULT VOCATIONAL EDUCATION; *WORKING WOMEN; *OCCUPATIONAL GUIDANCE; RESOURCE MATERIALS; LABOR MARKET; EMPLOYMENT OPPORTUNITIES

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY OF CALIFORNIA, ALLIED HEALTH PROFESSIONS PROJECT, 1003 WILSHIRE BLVD., SANTA MONICA, CA 90401 ($2.00)
PUB DATE - APR72 73P. APRIL 1972 REVISION.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *MEDICAL VOCABULARY; *MEDICAL RECORD TECHNICIANS; *HEALTH OCCUPATIONS EDUCATION; *ANATOMY; PHYSIOLOGY
IDENTIFIERS - EDUCATIONAL AWARENESS; *DIGESTIVE SYSTEM

ABSTRACT - SINCE THE OCCUPATION OF MEDICAL TRANSCRIBER WAS CONSIDERED TO BE AMONG THOSE WITH CRUCIAL MANPOWER NEEDS, CURRICULUM AND INSTRUCTIONAL MATERIALS FOR TRAINING THE MEDICAL TRANSCRIBER WERE DEVELOPED. THIS BOOKLET DEALS WITH MEDICAL TERMINOLOGY OF THE DIGESTIVE SYSTEM. PART ONE OF THIS DOCUMENT PRESENTS THE TERMINOLOGY AS A DESCRIPTIVE NARRATIVE EXPLAINING ANATOMY, PHYSIOLOGY, PATHOLOGY, HOSPITAL PROCEDURES IN LABORATORY TESTS, RADIOLOGY, AND OPERATIONS. AFTER EACH NARRATIVE THERE ARE EXERCISES THAT INCLUDE IDENTIFICATION OF ILLUSTRATIONS, TRUE AND FALSE QUESTIONS, MULTIPLE CHOICE, MATCHING, AND OTHER TESTS OF DISCRIMINATION. PART TWO FOLLOWS THE WRITTEN WORK. FOR EACH SEGMENT OF THE WRITTEN MATERIAL THERE IS AN AUDIO EXERCISE WHICH REQUIRES THE STUDENT TO TYPE A DICTATED LIST OF NEW WORDS. THIS IS FOLLOWED BY A DICTATED SHORT PARAGRAPH IN WHICH THE NEW WORDS ARE USED IN A MEANINGFUL CONTEXT. SIDE A OF THE TAPE IS DESIGNED TO BE USED CONCURRENTLY WITH THE WRITTEN EXERCISES. SIDE B IS USED AT THE CONCLUSION OF THE WRITTEN EXERCISES AND INCLUDES MEDICAL REPORTS OF VARIOUS KINDS RELATED TO THE PARTICULAR DISORDER OF THE SYSTEM AS THEY MIGHT OCCUR IN A MEDICAL RECORD. THEY RANGE FROM EASY TO DIFFICULT AND FROM CLEARLY ARTICULATED TO GARBLED SPEECH, AGAIN IN AN ATTEMPT TO SIMULATE THE REAL-LIFE EXPERIENCE. (AUTHOR/DL)

VT 018 558
HEALTH AND SAFETY CURRICULUM GUIDE, GRADES K-THREE.

WORCESTER PUBLIC SCHOOLS, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 62P.

DESCRIPTORS - *CURRICULUM GUIDES; PRIMARY GRADES; *HEALTH EDUCATION; TRANSPARENCIES; HEALTH ACTIVITIES; CONCEPT FORMATION; *SAFETY EDUCATION; *SCHOOL SAFETY; ACCIDENT PREVENTION; HEALTH; *HYGIENE

ABSTRACT - THIS GUIDE IS INTENDED TO GIVE DIRECTION AND PRACTICAL SUGGESTIONS FOR HEALTH EDUCATION INSTRUCTION IN THE WORCESTER PUBLIC SCHOOLS, KINDERGARTEN THROUGH GRADE THREE, BY PROVIDING OPPORTUNITIES FOR PUPILS TO LEARN ABOUT INDIVIDUAL AND COMMUNITY HEALTH, DEVELOP POSITIVE ATTITUDES AND INTERESTS TOWARD HEALTH, AND DEVELOP A SENSE OF RESPONSIBILITY FOR PERSONAL HEALTH AND AN ACTIVE CONCERN FOR THE HEALTH OF OTHERS. DEVELOPED BY TEACHERS AND ADMINISTRATORS OF THE WORCESTER SCHOOL SYSTEM, THE GUIDE IS COLOR CODED FOR EASY REFERENCE TO SUBJECT MATTER BY GRADE LEVEL. FOR EACH LEVEL THE GUIDE PROVIDES SUGGESTED LEARNING EXPERIENCES FOR THE SIX BASIC CONCEPTS OF GROWTH AND DEVELOPMENT, NUTRITION, HEALTHY LIVING, HEALTH RECOURCES, AND FIRST AID AND SAFETY. A BIBLIOGRAPHY AND A SET OF TRANSPARENCIES SUPPLEMENT THE GUIDE, AND SHORT UNITS ON PLAYGROUND, BICYCLE, AND WATER SAFETY ARE APPENDED. (AW)

VT 018 563
ORNAMENTAL HORTICULTURE I 7051 AND ORNAMENTAL HORTICULTURE II 7052.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. AGRICULTURAL TECHNOLOGY EDUCATION SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 103P.

DESCRIPTORS - *ORNAMENTAL HORTICULTURE OCCUPATION; NATURAL RESOURCES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; TEACHER DEVELOPED MATERIALS; VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION; *STATE CURRICULUM GUIDES; EDUCATIONAL OBJECTIVES; STUDENT EVALUATION; LEARNING ACTIVITIES; SECONDARY GRADES; RESOURCE MATERIALS; *OCCUPATIONAL CLUSTERS
IDENTIFIERS - *NORTH CAROLINA; EMPLOYMENT SKILLS

ABSTRACT - THESE 18 INSTRUCTIONAL UNITS FOR A 1- OR 2-YEAR VOCATIONAL AGRICULTURE COURSE IN THE OCCUPATIONAL CLUSTER OF ORNAMENTAL HORTICULTURE CONTAIN PERFORMANCE OBJECTIVES, EVALUATION PROCEDURES, TEACHING SUGGESTIONS, TIME ALLOTMENTS, AND RECOMMENDED PREREQUISITES. FOR EACH UNIT, SUGGESTED LEARNING ACTIVITIES AND RESOURCES ARE PRESENTED, TOGETHER WITH AN INSTRUCTIONAL OUTLINE, IN A 3-COLUMN FORMAT. THESE TEACHER-DEVELOPED MATERIALS PRESENT AN EXTENSIVE PROGRAM RATIONALE, RESOURCE LISTS, FACILITY REQUIREMENTS, AND TEACHER QUALIFICATIONS. USEFUL FOR BOTH BEGINNING AND EXPERIENCED TEACHERS OF AGRICULTURE, THIS STATE CURRICULUM GUIDE WAS DEVELOPED BY A PROJECT COMMITTEE TO PREPARE STUDENTS IN NORTH CAROLINA FOR IMMEDIATE POST-SECONDARY EMPLOYMENT. (AG)

VT 018 564
HARTMAN, WILLIAM J.
BASIC DRAFTING INSTRUCTIONAL UNITS. CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT. OF VOC-TECH EDUCATION, 1515 W. 6TH AVENUE, STILLWATER, OKLAHOMA 74074 ($12.00)
PUB DATE - 72 524P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *INSTRUCTIONAL INNOVATION; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; TRANSPARENCIES; GOAL ORIENTATION; BEHAVIORAL OBJECTIVES; *DRAFTING; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; INSTRUCTIONAL IMPROVEMENT; LEARNING ACTIVITIES; OBJECTIVE TESTS; ANSWER KEYS; MANUFACTURING

IDENTIFIERS - *LABOR FORCE PARTICIPATION; CAREER AWARENESS

ABSTRACT - THIS PAPERBACK HANDBOOK PROVIDES A COMPREHENSIVE GUIDE FOR HOUSEWIVES PLANNING TO BEGIN OR RESUME A CAREER, PRESENTING BOTH THE DISADVANTAGES AND ADVANTAGES OF NUMEROUS PART-TIME, FULL-TIME, AND TEMPORARY JOBS. IMPORTANT ADVICE IS OFFERED ON PREPARING JOB RESUMES, JOB INTERVIEWS, BABY-SITTING PROBLEMS, DRESS, APPEARANCE, AND WORKING COSTS. INFORMATION ON SALARIES, WORKING CONDITIONS, JOB REQUIREMENTS, AND ADVANCEMENT POSSIBILITIES IS INCLUDED. RESOURCE LISTS GIVE THE NAMES AND ADDRESSES OF AGENCIES WHICH CAN PROVIDE ADDITIONAL DATA ON SPECIFIC CAREERS. THE TEN TOPICAL CHAPTERS COVER MATERIAL ON: (1) THE NEED FOR MATURE WOMEN IN JOBS, (2) WHETHER OR NOT ONE SHOULD WORK, (3) THE JOB THAT SUITS YOU, (4) PROFESSIONAL OCCUPATIONS, (5) HEALTH SERVICES, (6) THE CREATIVE ARTS, (7) SELLING, (8) OFFICE-RELATED WORK, (9) MISCELLANEOUS JOBS, AND (10) SUGGESTIONS FOR OBTAINING EMPLOYMENT. (AG)

VT 018 529
DENTAL TECHNICIAN 1 AND C. RATE TRAINING MANUAL.

NAVAL TRAINING SUPPORT COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVTRA-10683
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402, (S-NO. 0502-053-4150; $2.00)
PUB DATE - 72 286P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *MILITARY TRAINING; *PROMOTION (OCCUPATIONAL); ARMED FORCES; VOCATIONAL DEVELOPMENT; VISUAL AIDS; RESOURCE MATERIALS; GOVERNMENT PUBLICATIONS; *DENTAL TECHNICIANS; OCCUPATIONAL INFORMATION; GOVERNMENT (ADMINISTRATIVE BODY); *MANUALS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS RATE TRAINING MANUAL IS ONE OF A SERIES WRITTEN FOR U.S. NAVY AND NAVAL RESERVE PERSONNEL STUDYING FOR ADVANCEMENT TO THE POSITIONS OF DENTAL TECHNICIAN 1 AND C. USEFUL AS A REFERENCE FOR DENTAL TECHNICIANS WHO DESIRE TO IMPROVE THEIR EFFICIENCY, THIS MANUAL CONSTITUTES A PREREQUISITE FOR ADVANCEMENT TO DENTAL TECHNICIAN 1. NUMEROUS GRAPHS AND VISUAL AIDS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. THIS FIRST EDITION WILL BE PERIODICALLY REVISED. THE TEN TOPICAL CHAPTERS COVER: (1) ADVANCEMENT, (2) ADMINISTRATION, (3) SERVICE RECORDS, (4) TRAINING AND ADVANCEMENT, (5) EVALUATION AND FITNESS REPORTS, (6) DISTRIBUTION, (7) PERSONNEL DIARIES, (8) SECURITY, (9) FINANCE, AND (10) SUPPLY. (AG)

VT 018 530
NURSING ACTION GUIDES. NURSING SERVICE PROGRAM GUIDE.

COMMITTEE ON RESEARCH IN CLINICAL NURSING, VAH, LITTLE ROCK, ARK.
CENTRAL OFFICE NURSING SERVICE, LITTLE ROCK, ARK.
MF AVAILABLE IN VT-ERIC SET.
G10-M2-PART V
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 00402 (C-NO.-VA 1.10/4:G-10/M-2/PT5, $1.00)
PUB DATE - 28APR72 92P. SECOND EDITION.

DESCRIPTORS - *NURSES; *GUIDES; *PSYCHOTHERAPY; PSYCHIATRIC HOSPITALS; *PSYCHIATRIC SERVICES; *NURSING; VETERANS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE WAS DEVELOPED TO ASSIS NURSES IN BECOMING MORE EFFECTIVE IN A THERAPEUTIC ROLE WITH PATIENTS SUFFERING FRO PSYCHIATRIC PROBLEMS. CONTENTS ARE CONTAINED UNDER THE FOLLOWING CHAPTER TITLES: (1) INSTRUCTIONS FOR USE OF NURSING ACTION GUIDES, (2) NURSING ACTION GUIDES, AND (3) BIBLIOGRAPHY. THE SECOND CHAPTER IS DEVOTED TO THE FOLLOWING TOPICAL SECTIONS, ALL OF WHICH DEAL IN ONE WAY OR ANOTHER WITH PSYCHOLOGICAL PROBLEMS OF THE PATIENT: ALCOHOLISM, ANXIETY, CHRONIC ELOPMENT, CHRONIC HELPFULNESS, CONVULSIVE SEIZURES, CRISIS REACTION, DELUSIONS, DEMANDING, DYING, GERIATRIC, HALLUCINATIONS, HOSTILITY, HYPERACTIVITY, HYPOVIGILANCE, HYPOCHONDRIASIS, INCOMNIA, MANUPULATION, NONPRODUCTIVITY, PAIN, PRIMITIVE/SUPERFICIAL, REGRESSION, REMISSION OF BEHAVIORAL ACTING-OUT, RITUALISM, SCAPEGOATING, STRESS, SUICIDAL, SUSPICION, WITHORAWAL, LONELINESS, AND MASTURBATION. THE BIBLIOGRAPHY IS ORDERE BY THE TOPICS COVERED IN THE SECOND PART OF THE GUIDE. (AUTHOR/DL)

VT 018 538 ED 072 203
INDEX OF OPPORTUNITY IN NURSING AND ALLIED HEALTH PROFESSIONS, 1972.

RESOURCE PUBLICATIONS INC., PRINCETON, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
D.R. GOLDENSON & CO., INC., P.O. BOX 2331 PRINCETON, N.J. 08540 ($2.25)
PUB DATE - 72 66P.

DESCRIPTORS - *EMPLOYMENT OPPORTUNITIES; *NURSING; *PARAMEDICAL OCCUPATIONS; *HOSPITALS; OCCUPATIONAL INFORMATION; *MEDICAL SERVICES; SALARIES; INDEXES (LOCATERS)

ABSTRACT - THIS PUBLICATION CONTAINS DESCRIPTIONS OF 59 HOSPITALS AND OTHER MEDICAL AGENCIES WHICH OFFER JOB OPPORTUNITIES TO NURSES AND THOSE TRAINED IN THE ALLIED HEALTH PROFESSIONS. INCLUDED IN THE DESCRIPTIONS ARE A BRIEF INTRODUCTION, SALARIES AND/OR BENEFITS, EMPLOYMENT OPPORTUNITIES, LOCATION, AND SOURCE OF FURTHER INFORMATION. A GEOGRAPHICAL INDEX AN TEAR-OUT RESUME FORMS, WHICH ENABLE READERS TO FOLLOW UP THE OPPORTUNITIES IN INDIVIDUAL CAREER FIELDS, ARE INCLUDED. (SB)

VT 018 553
GOSMAN, MINNA L.
MEDICAL RECORDS. INSTRUCTIONAL UNIT FOR THE MEDICAL TRANSCRIBER. MEDICAL TERMINOLOGY OF THE DIGESTIVE SYSTEM. ALLIED HEALTH PROFESSIONS PROJECT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.

IDENTIFIERS - *OKLAHOMA; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED STATE CURRICULUM GUIDE IS DESIGNED TO PROVIDE AN INNOVATIVE BASIC CURRICULUM IN DRAFTING AND TO PREPARE STUDENTS FOR MORE ADVANCED STUDIES. DEVELOPED BY A VOCATIONAL DRAFTING INSTRUCTOR AT AN AREA VOCATIONAL CENTER, WITH THE AID OF A STATE CURRICULUM COMMITTEE, THESE 13 INSTRUCTIONAL UNITS SHOULD CONSTITUTE 60 PERCENT OF THE COURSE WORK. INTENDED TO IMPROVE DRAFTING INSTRUCTION UNIFORMLY THROUGHOUT OKLAHOMA, THIS CODED GUIDE PRESENTS GENERAL AND SPECIFIC GOALS AND BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES, STUDENT ASSIGNMENT SHEETS, AND INFORMATION SHEETS FOR EACH TOPICAL UNIT. TRANSPARENCIES, OBJECTIVE TESTS, AND ANSWER KEYS ARE INCLUDED. A COURSE RATIONALE PRECEDES INSTRUCTIONS FOR THE USE OF THIS PUBLICATION. (AG)

VT 018 583 ED 073 241
HANDBOOK FOR SELF-EVALUATION OF PROGRAMS AND SERVICES TO THE DISADVANTAGED AND THE HANDICAPPED AT COMMUNITY COLLEGES UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968 (PUBLIC LAW 90-576).

TADLOCK ASSOCIATES, LOS ALTOS, CALIF.
CALIFORNIA COORDINATING UNIT FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT, SACRAMENTO.; FOOTHILL COMMUNITY COLL. DISTRICT, CUPERTINO, CALIF.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 15APR72 35P.

DESCRIPTORS - SELF EVALUATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *PROGRAM EVALUATION; *COMMUNITY COLLEGES; COLLEGE PROGRAMS; RESOURCE MATERIALS; EDUCATIONAL BACKGROUND; EDUCATIONAL PLANNING; *HANDICAPPED; *DISADVANTAGED YOUTH; FEDERAL AID; GUIDELINES; PILOT PROJECTS
IDENTIFIERS - *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS HANDBOOK PROVIDES BASIC INFORMATION FOR CONDUCTING AN INSTITUTIONAL SELF-EVALUATION OF PROGRAMS AND SERVICES OFFERED TO THE DISADVANTAGED AND HANDICAPPED AT THE COMMUNITY COLLEGE LEVEL. SPECIFICALLY FOCUSING ON PROGRAMS AND SERVICES FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THIS GUIDE IS INTENDED FOR THOSE WHO ARE INEXPERIENCED WITH SELF-EVALUATION PROJECTS. DEVELOPED AS PART OF A PILOT STUDY OF FOUR COMMUNITY COLLEGES, IN COOPERATION WITH REPRESENTATIVE MEMBERS OF THE ADMINISTRATION, FACULTY, STAFF, COMMUNITY, AND STUDENT BODY, THIS DOCUMENT INCLUDES: (1) BACKGROUND INFORMATION, (2) A SUMMARY PLAN FOR EVALUATION, (3) STEPS IN THE EVALUATIVE PROCESS, AND (4) SAMPLE WORK FORMS. SUGGESTED EVALUATION QUESTIONS AND A SAMPLE WORKING DIAGRAM FOR THE SELF-STUDY PROCESS ARE PROVIDED. AN EXTENSIVE SELF-EVALUATION QUESTIONNAIRE IS APPENDED. (AG)

VT 018 720
BALASCC, ROBERT D.
INSTRUMENTATION TECHNOLOGY: A TWO-YEAR, POST SECONDARY CURRICULUM DESIGNED FOR THE ALTOONA AREA VOCATIONAL-TECHNICAL SCHOOL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 46P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *INSTRUMENTATION; INSTRUMENTATION TECHNICIANS; *COURSE CONTENT; *TECHNICAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS COURSE OUTLINE IS A SUGGESTED CURRICULUM FOR A 2-YEAR FULL-TIME EDUCATIONAL PROGRAM DESIGNED TO TRAIN TECHNICIANS SKILLED IN THE FIELD OF INSTRUMENTATION. EXPLAINING THE NEED FOR KNOWLEDGE IN THIS AREA OF TECHNOLOGY AND THE DEMANDS FOR VARIED CAPABILITIES FOR MEASUREMENT AND CONTROL, EXAMPLES ARE GIVEN OF THE EXPANDING USE OF INSTRUMENTATION IN SPACE TRAVEL AND EXPLORATION, OCEANOGRAPHY, COMPLEX PETROCHEMICAL INDUSTRIES, AND BIOMEDICAL STUDIES. THE JOBS OF INSTRUMENT TECHNICIAN AND REPAIRMAN ARE BRIEFLY DESCRIBED AND PREREQUISITES FOR THE COURSE ARE SUGGESTED. THE DOCUMENT CONTAINS A CURRICULUM SCHEDULE AND AN EXPANDED COURSE OUTLINE OF INSTRUMENTATION TECHNOLOGY. (AUTHOR/DL)

VT 018 729
EGG GRADING MANUAL.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. CONSUMER AND MARKETING SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGRIC-HANDBOOK-75
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 0100-2443; $.60)
PUB DATE - APR72 61P.

DESCRIPTORS - FEDERAL PROGRAMS; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; VISUAL AIDS; SHORT COURSES; *MANUALS; *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *MARKETING; FOODS INSTRUCTION; *FOOD STANDARDS; AGRICULTURAL PRODUCTION; AGRIBUSINESS; GOVERNMENT PUBLICATIONS; *AGRICULTURAL SKILLS
IDENTIFIERS - *EGG GRADING

ABSTRACT - THIS MANUAL WAS DEVELOPED AS AN AID IN TEACHING BOTH BEGINNERS AND EXPERIENCED EGG GRADERS THE CORRECT INTERPRETATION AND APPLICATION OF U.S. STANDARDS, GRADES, AND WEIGHT CLASSES FOR SHELL EGGS. AS A BASIC GUIDE IN SHORT COURSES OR GRADING SCHOOLS, THIS REVISED GOVERNMENT PUBLICATION DISCUSSES SUGGESTED EGG GRADING PROGRAMS, LEGISLATION AFFECTING GRADING AND MARKETING OF EGGS, THE STRUCTURE AND COMPOSITION OF THE EGG, AND QUALITY FACTORS. A WIDE RANGE OF PHOTOGRAPHS AND OTHER VISUAL AIDS ILLUSTRATES THE TEXT. (AG)

VT 018 851
FOOD SERVICES OPERATIONS.

NAVAL SUPPLY SYSTEMS COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVSUP-PUB-421
PUB DATE - JAN71 496P.

DESCRIPTORS - *MANUALS; *FOOD SERVICE; ADMINISTRATIVE ORGANIZATION; VISUAL AIDS;

BASIC SKILLS; FOOD SERVICE WORKERS; RESOURCE MATERIALS; *SEQUENTIAL APPROACH; *MILITARY TRAINING; TEXTBOOKS; SANITATION; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *FOODS INSTRUCTION; PRODUCTION TECHNIQUES
IDENTIFIERS - *NAVAL SUPPLY SYSTEMS

ABSTRACT - THIS TRAINING MANUAL, INTENDED TO PROVIDE FOOD SERVICE PERSONNEL IN THE NAVY'S SUPPLY SYSTEM WITH BASIC INFORMATION NEEDED TO ACHIEVE AN EFFECTIVE FOOD OPERATION, FOCUSES ON SUCH FOOD OPERATIONS AS INSPECTION AND STORAGE OF FOOD ITEMS, SANITATION AND SAFETY PRACTICES, MENU PLANNING, FOOD PREPARATION, AND FOOD PRESENTATION. GENERAL TRAINING INFORMATION, APPENDED RESOURCE MATERIALS, AND A GLOSSARY ARE INCLUDED. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS TABBED AND 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF SHEETS. THIS DOCUMENT WAS DEVELOPED WITH THE AID OF NAVAL FOOD MANAGEMENT PERSONNEL, A PROFESSOR OF FOOD MANAGEMENT WHO WAS A FORMER COMMANDER OF THE NAVAL RESERVE SUPPLY CORPS, AND A NATIONAL FOOD ADVISORY COMMITTEE. THIS TEXTBOOK IS ORGANIZED IN THE SEQUENCE IN WHICH SPECIFIC TASK PERFORMANCES TAKE PLACE. THE FUNDAMENTALS OF GOOD FOOD SERVICE ARE THEREFORE DISCUSSED PRIOR TO OUTLINING BASIC PRINCIPLES AND PHASES OF FOOD PRODUCTION AND PRESENTING SUGGESTIONS ENCOMPASSING THE PLANNING AND ORGANIZATION OF A FOOD SERVICE DIVISION TRAINING PROGRAM. (AG)

VT 018 863
HEALTH EDUCATIONAL PROGRAMS OF OKLAHOMA.

OKLAHOMA COUNCIL FOR HEALTH CAREERS, OKLAHOMA CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL69 106P. REVISED EDITION.

DESCRIPTORS - *DIRECTORIES; *STATE PROGRAMS; *HEALTH OCCUPATIONS EDUCATION; *HIGHER EDUCATION; VOCATIONAL DEVELOPMENT; PROGRAM COSTS; VOCATIONAL EDUCATION; STUDENT ENROLLMENT; STATE COLLEGES; *MANPOWER DEVELOPMENT; STATE UNIVERSITIES; JUNIOR COLLEGES; RESOURCE MATERIALS; HOSPITAL SCHOOLS
IDENTIFIERS - *OKLAHOMA

ABSTRACT - THIS REVISED DIRECTORY OF PROGRAMS IN HEALTH OCCUPATIONS EDUCATION IN OKLAHOMA INSTITUTIONS OF HIGHER LEARNING LISTS STATE HOSPITALS, VOCATIONAL-TECHNICAL SCHOOLS, AND UNIVERSITIES, GIVING THEIR ADDRESSES. FOR EACH TYPE OF PROGRAM, A SERIES OF BRIEF ANSWERS TO 16 QUESTIONS ARE ENUMERATED, GIVING PROGRAM COSTS, VARIOUS STUDENT REQUIREMENTS, AND OTHER PERTINENT ASPECTS OF EACH PROGRAM. ADDRESSES OF THE SPONSORING INSTITUTIONS ARE INCLUDED WITH EACH PROGRAM LISTING. THIS DOCUMENT WAS DEVELOPED BY THE OKLAHOMA COUNCIL FOR HEALTH CAREERS, WHICH IS MADE UP OF MEMBERS FROM A WIDE RANGE OF OCCUPATIONAL HEALTH ORGANIZATIONS AND HEALTH SERVICE ASSOCIATIONS. (AG)

VT 018 868
NATIONAL APPRENTICESHIP STANDARDS FOR OPHTHALMIC FINISHER-DISPENSER.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 24P.

DESCRIPTORS - POLICY FORMATION; *STANDARDS; *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; CAREER EDUCATION; EMPLOYMENT QUALIFICATIONS; WORK EXPERIENCE; ON THE JOB TRAINING; OCCUPATIONAL INFORMATION; *OPTICS; *PRODUCTION TECHNICIANS
IDENTIFIERS - *OPHTHALMIC FINISHER DISPENSER; CAREER AWARENESS

ABSTRACT - THIS BOOKLET CONTAINS A STATEMENT OF NATIONAL APPRENTICESHIP STANDARDS APPROVED BY THE U.S. DEPARTMENT OF LABOR INCORPORATING THE FUNDAMENTALS NEEDED TO ESTABLISH LOCAL PROGRAMS OF APPRENTICESHIP IN THE OPTICAL INDUSTRY FOR THE TRAINING OF OPHTHALMIC FINISHERS-DISPENSERS. THE AIM IN ESTABLISHING AND REGISTERING THESE NATIONAL STANDARDS IS TO ASSURE THE CONTINUANCE OF SKILLED AND ETHICAL PRACTICES IN THE OPTICAL PROCESSING AND DISPENSING SERVICE BY PROVIDING A RECOGNIZED AND FORMALIZED METHOD OF DEVELOPING SKILLED CRAFTSMEN. REGULATIONS AND STANDARDS ARE APPLIED AND DISCUSSED IN RELATION TO 20 AREAS, SOME OF WHICH ARE: (1) EMPLOYMENT QUALIFICATIONS OF APPRENTICES, (2) CONTINUITY OF EMPLOYMENT, (3) RESPONSIBILITIES OF SUPERVISORS AND APPRENTICES, (4) HOURS OF EMPLOYMENT AND WAGE SCALE, AND (5) EVALUATION OF APPRENTICES. AN APPENDIX GIVES A LIST OF TEXTBOOKS FOR RELATED INSTRUCTION, AN APPRENTICESHIP AGREEMENT FORM, A LIST OF STATE APPRENTICESHIP AGENCIES, AND A LIST OF REGIONAL OFFICES OF THE BUREAU OF APPRENTICESHIP AND TRAINING. (DL)

VT 018 880 ED 072 308
INVESTIGATING CAREER OPPORTUNITIES. CURRICULUM GUIDE.

LITTLE ROCK PUBLIC SCHOOLS, ARK.
EDRS PRICE MF-$0.65 HC-$13.16.
PUB DATE - SEP72 340P.

DESCRIPTORS - *CURRICULUM GUIDES; CLUSTER GROUPING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; *CAREER OPPORTUNITIES; *CAREER PLANNING; SELF EVALUATION; RESOURCE MATERIALS; INDUSTRIAL EDUCATION; BUSINESS EDUCATION; HOME ECONOMICS EDUCATION; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; *OCCUPATIONAL CLUSTERS; TRANSPARENCIES
IDENTIFIERS - VOCATIONAL EDUCATION AMENDMENTS OF 1968; *CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED BY A PROJECT COMMITTEE OF ADMINISTRATORS, SUPERVISORS, INSTRUCTORS, AND A COUNSELOR IN THE AREAS OF INDUSTRIAL AND VOCATIONAL EDUCATION, CONTAINS THREE EXTENSIVE 12-WEEK LABORATORY UNITS AT THE JUNIOR HIGH SCHOOL LEVEL COVERING CAREERS IN THE OCCUPATIONAL CLUSTERS OF BUSINESS EDUCATION, HOME ECONOMICS, AND INDUSTRIAL EDUCATION. FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THIS COURSE IS INTENDED TO PROVIDE AN OVERVIEW OF CAREER OPPORTUNITIES, TECHNIQUES FOR SELF-APPRAISAL, AND HELP IN CHOOSING COURSES LEADING TO THE STUDENTS' OCCUPATIONAL GOALS. IN A 2-COLUMN FORMAT, TEACHING PROCEDURES ARE CORRELATED WITH RESOURCE LISTS

OF TRANSPARENCIES AND STUDENT HANDOUTS INCLUDED WITH EACH UNIT. A COURSE RATIONALE, APPENDED STUDENT WORKSHEETS, TIME ALLOTMENTS, AND DETAILED BEHAVIORAL OBJECTIVES ARE PROVIDED. FINAL EVALUATION QUESTIONS ARE GIVEN FOR EACH UNIT. (AG)

VT 018 944
GROSS, DONALD
BUILDING CONSTRUCTION: SKILLS OUTLINE, BEHAVIORAL OBJECTIVES, INDIVIDUALIZED CURRICULUM.

WARREN COUNTY VOCATIONAL-TECHNICAL SCHOOL, WASHINGTON, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, N.J. 08903 ($1.50)
PUB DATE - MAR73 41P.

DESCRIPTORS - BUILDINGS (PROCESS); *CONSTRUCTION; SECONDARY GRADES; *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; INDIVIDUALIZED CURRICULUM; BUILDING TRADES; MASONRY
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY THE NEW JERSEY STATE DEPARTMENT OF EDUCATION, THIS CURRICULUM GUIDE CONSISTS OF A SKILLS OUTLINE IN BUILDING CONSTRUCTION AND IS DESIGNED FOR ELEVENTH AND TWELFTH GRADE HIGH SCHOOL STUDENTS IN VOCATIONAL TRAINING. THE GUIDE IS DIVIDED INTO THREE GENERAL AREAS: (1) MASONRY, (2) CARPENTRY, AND (3) GENERAL CONTRACTOR. EACH PART CONSISTS OF A LIST OF BEHAVIORAL OBJECTIVES TO BE PERFORMED BY THE STUDENT. SAMPLE PRACTICAL TESTS ARE INCLUDED. (DL)

VT 019 037
LICENSED OCCUPATIONS IN HAWAII.

HAWAII STATE DEPT. OF LABOR AND INDUSTRIAL RELATIONS, HONOLULU. RESEARCH AND STATISTICS OFFICE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN72 41P.

DESCRIPTORS - *RESOURCE GUIDES; FEES; STATE LICENSING BOARDS; PAMPHLETS; *STATE STANDARDS; *OCCUPATIONAL INFORMATION; *EMPLOYMENT QUALIFICATIONS; HUMANITIES; *SKILLED OCCUPATIONS; OCCUPATIONAL GUIDANCE
IDENTIFIERS - CAREER AWARENESS; *HAWAII

ABSTRACT - THIS PAMPHLET GIVES OCCUPATIONAL INFORMATION, EXAMINATION AND LICENSE REQUIREMENTS, FEE REQUIREMENTS, AND THE LICENSING AGENCY FOR 32 OCCUPATIONS IN HAWAII REQUIRING LICENSES. INTENDED TO HELP JOB APPLICANTS, THIS RESOURCE GUIDE WAS DEVELOPED BY A SUPERVISOR OF LABOR MARKET RESEARCH IN COOPERATION WITH HAWAII'S PROFESSIONAL AND VOCATIONAL LICENSING DIVISION. RESOURCE ADDRESSES AND REQUIREMENTS FOR OBTAINING TEMPORARY CERTIFICATES OR LICENSES ARE INCLUDED FOR EACH OCCUPATION. APPROXIMATELY 50 PERCENT OF THESE OCCUPATIONS REQUIRE A 1-YEAR RESIDENCY IN HAWAII BEFORE AN APPLICANT CAN QUALIFY FOR A LICENSE. (AG)

VT 019 038
STEINGRESS, FREDERICK M., AND OTHERS
OPERATION OF OIL BURNING EQUIPMENT AND INCINERATORS. AIR POLLUTION CONTROL: COURSE OUTLINE AND LESSON PLANS.

BERGEN COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, HACKENSACK, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.00)
PUB DATE - AUG72 81P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; LESSON PLANS; SECONDARY GRADES; ADULT EDUCATION; *ENGINEERING EDUCATION; ENGINEERING TECHNOLOGY; *EQUIPMENT UTILIZATION; AIR POLLUTION CONTROL; *COURSE CONTENT; *TEACHING PROCEDURES
IDENTIFIERS - DECISIONS

ABSTRACT - THIS INSTRUCTOR'S MANUAL ON AIR POLLUTION CONTROL IS DESIGNED FOR ADULTS WHO ARE OPERATING OR EXPECT TO OPERATE INCINERATORS OR OTHER EQUIPMENT BURNING RESIDUAL FUELS. THE COURSE CONSISTS OF 10 SESSIONS AND INCLUDES THE FOLLOWING UNITS: (1) AIR POLLUTION, (2) FUEL SYSTEMS, (3) DRAFT SYSTEMS, (4) BURNERS, (5) COMBUSTION, (6) INSTRUMENTS, (7) CONTROLS AND ADJUSTMENTS, (8) OPERATION, AND (9) INCINERATORS. EACH UNIT CONTAINS AN INSTRUCTOR'S LESSON PLAN COMPOSED OF OBJECTIVES, AIDS, PROCEDURES, AND WORKING DRAWINGS. THE MANUAL CONTAINS A FINAL EXAM WHICH MAY BE USED BY THE TEACHERS AND A PROGRAM EVALUATION FORM TO BE COMPLETED BY THE STUDENT. (DL)

VT 019 048
BUSINESS EDUCATION: WOODWORKING, GRADES 7-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CALIFORNIA 90024 ($8.00)
PUB DATE - ND 152P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *WOODWORKING; *INDUSTRIAL ARTS TEACHERS; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR THE TEACHING OF WOODWORKING WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED FOR USE IN GRADES 7-12, THE MATERIAL COVERS THE USE OF TOOLS, THE READING OF PLANS, AND THE PROCESS SKILLS ESSENTIAL TO WOODWORKING. THIS COLLECTION IS COMPOSED OF 55 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR

JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 049
BUSINESS EDUCATION: HOME ECONOMICS, GRADES 7-9.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CALIFORNIA 90024 ($8.00)
PUB DATE - NC 155P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; *HOME ECONOMICS EDUCATION; HOME ECONOMICS TEACHERS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; CHILD DEVELOPMENT; CLOTHING; CONSUMER EDUCATION; NUTRITION; *HOME MANAGEMENT

ABSTRACT - PREPARED BY A NON-PROFIT EDUCATIONAL CORPORATION, THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES WAS DEVELOPED BY A GROUP OF HOME ECONOMICS TEACHERS. DESIGNED PRIMARILY FOR USE IN GRADES 7-9, THE MATERIAL IS ORGANIZED INTO THE FOLLOWING CATEGORIES: (1) CHILD DEVELOPMENT, (2) CLOTHING AND TEXTILES, (3) CONSUMER PRACTICES, (4) FOODS AND NUTRITION, AND (5) HOME MANAGEMENT AND FAMILY LIFE. THIS COLLECTION CONTAINS 74 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THE MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 051
BUSINESS EDUCATION-SECRETARIAL SKILLS, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CALIFORNIA 90024 ($8.00)
PUB DATE - 70 172P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; OFFICE PRACTICE; BUSINESS SKILLS; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; *BUSINESS SUBJECTS

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR USE IN THE TEACHING OF SECRETARIAL SKILLS WAS DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION IN COLLABORATION WITH SEVERAL HIGH SCHOOL BUSINESS TEACHERS. DESIGNED PRIMARILY FOR USE IN GRADES 10-12, THE MATERIAL IS ORGANIZED INTO THE FOLLOWING CATEGORIES: (1) TYPING, (2) SHORTHAND, (3) OFFICE MACHINES, (4) OFFICE PRACTICE, AND (5) BUSINESS ENGLISH. THIS COLLECTION IS COMPOSED OF 47 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 052
BUSINESS EDUCATION: BUSINESS LAW, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 ($8.00)
PUB DATE - ND 107P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; BUSINESS; *BUSINESS SUBJECTS

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR THE TEACHING OF BUSINESS LAW WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED PRIMARILY FOR USE AT GRADES 10-12, THE MATERIAL IS ORGANIZED INTO THE FOLLOWING CATEGORIES: (1) FOUNDATIONS OF LAW, (2) LAW OF CONTRACTS, (3) LAW OF PROPERTY, (4) LAW OF NEGOTIABLE INSTRUMENTS, AND (5) LAW OF BUSINESS RELATIONS AND BUSINESS ORGANIZATIONS. THIS COLLECTION CONTAINS 37 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 054
BUSINESS EDUCATION: MECHANICAL DRAWING, GRADES 7-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 ($8.00)
PUB DATE - 70 97P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES;

*MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; INDUSTRIAL ARTS TEACHERS; *INDUSTRIAL ARTS; *DRAFTING; ORTHOGONAL PROJECTION

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR USE IN THE TEACHING OF MECHANICAL DRAWING WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED FOR USE IN GRADES 7-12, THE MATERIAL COVERED INCLUDES BASIC DRAFTING SKILLS, ORTHOGRAPHIC PROJECTIONS, PICTORAL DRAWINGS, PRODUCTION NOTATIONS, AND REFERENCE SYMBOLS. THIS COLLECTION CONTAINS 85 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 055
BUSINESS EDUCATION: BOOKKEEPING, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 ($8.00)
PUB DATE - 70 59P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; *BOOKKEEPING

ABSTRACT - PREPARED BY A NON-PROFIT EDUCATIONAL CORPORATION, THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR USE BY TEACHERS OF BOOKKEEPING, WAS DEVELOPED BY A SINGLE AUTHOR. DESIGNED PRIMARILY FOR GRADES 10-12, THE MATERIAL COVERS BASIC BOOKKEEPING PROCESSES, BANKING AND CASH TRANSACTIONS, PAYROLL RECORDS, DEPRECIATION OF ASSETS, AND ACCRUAL AND DEFERRED EXPENSE. THE CONTENTS INCLUDE 17 OBJECTIVES AND RELATED EVALUATION TIEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 056
BUSINESS EDUCATION: GENERAL BUSINESS, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 ($8.00)
PUB DATE - ND 93P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; BUSINESS SKILLS; *BUSINESS SUBJECTS

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR THE TEACHING OF GENERAL BUSINESS WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED PRIMARILY FOR USE IN GRADES 10-12, THE MATERIAL COVERS MONEY AND BANKING, CONSUMER BUYING AND CREDIT, INSURANCE, MONEY MANAGEMENT, COMMUNICATION SKILLS, MERCHANDISING, AND BUSINESS MATHEMATICS. THIS COLLECTION CONTAINS 35 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 057
BUSINESS EDUCATION: GENERAL METALS, GRADES 7-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 ($8.00)
PUB DATE - 70 192P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; *MEASUREMENT TECHNIQUES; *GUIDELINES; SECONDARY GRADES; INFORMATION DISSEMINATION; INDUSTRIAL ARTS TEACHERS; *METALS; TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR USE IN THE TEACHING OF GENERAL METALS WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED FOR USE IN GRADES 7-12, THE MATERIAL COVERED INCLUDES PROPERTY OF METALS, OPERATIONS AND FUNCTIONS, FILING, SOLDERING, RIVETING, AND BUFFING. THIS COLLECTION CONTAINS 90 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 068
DENTAL SPECIALIST. TECHNICAL MANUAL.

DEPARTMENT OF THE ARMY, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TM-8-225

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 0820-0400; $3.75)
PUB DATE - SEP71 371P.

DESCRIPTORS - *MANUALS; GOVERNMENT PUBLICATIONS; VISUAL AIDS; GLOSSARIES; RESOURCE MATERIALS; INDEXES (LOCATERS); *ARMED FORCES; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *HEALTH OCCUPATIONS EDUCATION; DENTAL CLINICS; *DENTISTRY; *SPECIALISTS; TEXTBOOKS; SCIENTIFIC METHODOLOGY; EQUIPMENT UTILIZATION

ABSTRACT - THIS ARMY MANUAL PROVIDES TECHNICAL INFORMATION UTILIZED IN DENTISTRY PROCEDURES, EMPHASIZING THE DUTIES OF THE DENTAL SPECIALIST IN THE CONTEXT OF THE NUMEROUS ACTIVITIES CARRIED OUT BY THE DENTAL CLINIC. INTENDED EITHER AS A TEXTBOOK, A REFERENCE, OR A GUIDE FOR ON-THE-JOB TRAINING, THIS GOVERNMENT PUBLICATION IS DESIGNED PRIMARILY FOR THE USE OF DENTAL SPECIALISTS ACTING AS CHAIR ASSISTANTS, DENTAL RADIOGRAPHY SPECIALISTS, OR DENTAL HYGIENISTS. INCLUDED IN THE 21 TOPICAL CHAPTERS ARE DISCUSSIONS RELATING TO ANATOMY AND PHYSIOLOGY, DENTAL ANATOMY, DENTAL HISTOLOGY, ORAL PATHOLOGY, DENTAL PHARMACOLOGY, AND DENTAL MATERIALS. THE PROPER USE AND CARE OF DENTAL INSTRUMENTS AND EQUIPMENT ARE DETAILED, AS WELL AS TECHNIQUES PERTAINING TO PREVENTIVE DENTISTRY, ORAL HYGIENE, AND DENTAL RADIOGRAPHY. A WIDE RANGE OF PHOTOGRAPHS AND WORKING DIAGRAMS ILLUSTRATES THE TEXT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF PAGES. AN APPENDED RESOURCE LIST, A GLOSSARY, AND AN INDEX ARE INCLUDED. (AG)

VT 019 074
BENZE, ALEXANDER
THE ART OF PHOTOENGRAVING, VOLUME TWO.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 285P.

DESCRIPTORS - BEHAVIORAL OBJECTIVES; GLOSSARIES; ACHIEVEMENT TESTS; VISUAL AIDS; *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; SEQUENTIAL APPROACH; *PHOTOCOMPOSITION; TEXTBOOK ASSIGNMENTS; *GRAPHIC ARTS; *DEAF EDUCATION; BASIC SKILLS
IDENTIFIERS - *PHOTOENGRAVING

ABSTRACT - DETAILING THE PHOTOENGRAVING PROCESS IN FIVE UNITS, EACH WITH SEQUENTIAL LESSONS, THIS MANUAL DISCUSSES THE BASIC OPERATIONS NECESSARY IN PROCESS PHOTOGRAPHY AND PLATEMAKING. DEVELOPED BY AN INSTRUCTOR IN VOCATIONAL EDUCATION AT A SCHOOL FOR THE DEAF, THESE EXTENSIVE LESSONS FOCUS ON: (1) PASTEUP, (2) PROCESS PHOTOGRAPHY, (3) PLATEMAKING AND ETCHING, (4) FINISHING, AND (5) A DETAILED GLOSSARY OF TECHNICAL TERMS. VARIOUS ACHIEVEMENT TESTS AND PROJECTS FOR STUDENTS TO ACCOMPLISH ARE APPENDED. VISUAL AIDS ILLUSTRATE THE TEXT, WHICH INCLUDES BEHAVIORAL OBJECTIVES, TERM DEFINITIONS, AND STUDENT ASSIGNMENTS. THIS DOCUMENT IS RELATED TO THE FIRST VOLUME, AVAILABLE AS VT 008 925 (AIM WINTER 1969). (AG)

VT 019 080 ED 073 296
CAREER CENTERED CURRICULUM WORKSHOP HANDBOOK.

NEW ALBANY CITY SCHOOLS, MISS.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - AUG71 47P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; EDUCATIONAL RESPONSIBILITY; *WORKSHOPS; FUSED CURRICULUM; *INSERVICE TEACHER EDUCATION; LEARNING ACTIVITIES; RESOURCE MATERIALS; TEACHING PROCEDURES; *CURRICULUM DEVELOPMENT; ELEMENTARY GRADES; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; SEQUENTIAL APPROACH; TEACHER RESPONSIBILITY
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS HANDBOOK PRESENTS GUIDELINES FOR SEQUENTIAL CAREER DEVELOPMENT ACTIVITIES WHICH WERE DEVELOPED FOR A FUSED CURRICULUM AT A 2-DAY TEACHER WORKSHOP. ENUMERATING THE EDUCATIONAL RESPONSIBILITIES OF THE CAREER COORDINATOR AND THE INSTRUCTOR, THIS INSTRUCTIONAL OUTLINE CORRELATES CONCEPTS TO BE TAUGHT, EDUCATIONAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES SEPARATELY FOR THE ELEMENTARY, MIDDLE SCHOOL, AND HIGH SCHOOL LEVELS. DEVELOPED BY A WORKSHOP DIRECTOR, AN ELEMENTARY COORDINATOR, AND A MIDDLE SCHOOL COORDINATOR, THESE WORKSHOP MATERIALS INCLUDE ANNOTATED RESOURCE LISTS, WORKSHOP GOALS AND OBJECTIVES, AND A RATIONALE FOR CAREER EDUCATION. (AG)

VT 019 092 ED 073 308
GUIDELINES FOR THE OPERATION, DEMONSTRATION, EVALUATION AND DEFUSION OF A MODEL FOR A COMPREHENSIVE CAREER EDUCATION PROGRAM IN NORTH CAROLINA, K-14.

CALDWELL COUNTY CAREER EDUCATION PROJECT, LENOIR, N.C.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 72 52P.

DESCRIPTORS - *GUIDELINES; *PROGRAM DEVELOPMENT; *COMPREHENSIVE PROGRAMS; INTEGRATED CURRICULUM; *MODELS; *CAREER EDUCATION; STATEWIDE PLANNING; ELEMENTARY GRADES; SECONDARY GRADES; HUMANITIES; EDUCATIONAL OBJECTIVES; DROPOUT PROGRAMS; EDUCATIONAL NEEDS; ADVISORY COMMITTEES; SCHOOL COMMUNITY RELATIONSHIP
IDENTIFIERS - *NORTH CAROLINA; CAREER EXPLORATION

ABSTRACT - THESE GUIDELINES FOR DEVELOPING A MODEL FOR AN INTEGRATED COMPREHENSIVE CAREER EDUCATION PROGRAM IN NORTH CAROLINA AT THE ELEMENTARY AND SECONDARY LEVELS INCLUDE A MISSION STATEMENT, A CAREER EDUCATION RATIONALE, A WIDE RANGE OF EDUCATIONAL OBJECTIVES, AND KEY CONSIDERATIONS FOR STATEWIDE IMPLEMENTATION OF THE CAREER EDUCATION CONCEPT. AN ADVISORY COMMITTEE OF LEADERS FROM BUSINESS AND INDUSTRY, THE PROFESSIONS, PARENTS, AND TEACHERS WILL PROVIDE FEEDBACK FROM THE HOME AND COMMUNITY

AND WILL HELP COORDINATE COMMUNITY RESOURCE PERSONS AND ACTIVITIES. A MULTIMEDIA APPROACH WILL INVOLVE STUDENTS IN "REAL-LIFE" ACTIVITIES THAT FOCUS ON SELF-UNDERSTANDING, CAREER AWARENESS, AND THE DEVELOPMENT OF POSITIVE ATTITUDES. SPECIAL PROGRAMS FOR THE DISADVANTAGED, COOPERATIVE PROGRAMS, AND EVENING HIGH SCHOOL PILOT PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS WILL BE PROVIDED AT THE SECONDARY LEVEL. A CURRICULUM PLANNING PROGRAM, ARTICULATION PLANNING, AND A CAREER CHOICE GUIDANCE PROGRAM WILL PROVIDE INFORMATION FOR TARGET SCHOOL PERSONNEL. LONG-RANGE DIFFUSION ACTIVITIES WILL BE CARRIED OUT BY CITY AND COUNTY ADMINISTRATIVE AND SUPERVISORY PERSONNEL. INCLUDED IN THE GUIDE ARE SUGGESTED EXPLORATORY LEARNING ACTIVITIES, TEACHING PROCEDURES, AND RESOURCE LISTS. (AG)

VT 019 119
CAREER RELATED INSTRUCTIONAL PROCEDURES, K-3: EARLY CHILDHOOD AND PRIMARY; 4-5: INTERMEDIATE.

NEW ALBANY CITY SCHOOLS, MISS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 221P.

DESCRIPTORS - RESOURCE GUIDES; *TEACHING GUIDES; *CAREER EDUCATION; PRIMARY GRADES; ELEMENTARY GRADES; *LEARNING ACTIVITIES; *INTEGRATED CURRICULUM; HUMANITIES INSTRUCTION; LANGUAGE ARTS; SOCIAL STUDIES; SPECIAL EDUCATION; SCIENCES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED BY TEACHERS IN A MISSISSIPPI SCHOOL SYSTEM, THIS TEACHING GUIDE IS INTENDED TO SERVE THE CLASSROOM TEACHER OF PRIMARY AND INTERMEDIATE GRADES AS A REFERENCE FOR IDEAS IN INTEGRATING CAREER RELATED ACTIVITIES INTO THE REGULAR CURRICULUM. THE MANUAL CONTAINS A SERIES OF WORK-PLANNING SHEETS LISTING TOPICS OR UNITS OF STUDY, THE CAREER RELATED INSTRUCTIONAL PROCEDURES USED IN TEACHING THE UNITS, AND RESOURCES AND MATERIALS AVAILABLE. THE ACTIVITIES ARE ORGANIZED BY GRADE LEVEL AND/OR SUBJECT AREA SUCH AS LANGUAGE ARTS, SCIENCE, SOCIAL STUDIES, OR SPECIAL EDUCATION. (KH)

VT 019 123
JOB GRADING STANDARD FOR HEATING AND BOILER PLANT EQUIPMENT MECHANIC WG-5309.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF POLICIES AND STANDARDS.
MF AVAILABLE IN VT-ERIC SET.
TS-19; FPM SUPPLEMENT 512-1
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 0600-0629; $.15)
PUB DATE - JAN72 9P.

DESCRIPTORS - *MECHANICAL DESIGN TECHNICIANS; EQUIPMENT STANDARDS; *FEDERAL LEGISLATION; *MECHANICAL EQUIPMENT; *STANDARDS; *EMPLOYMENT QUALIFICATIONS; ENGINEERING TECHNICIANS; JOB ANALYSIS; OCCUPATIONAL INFORMATION; JOB SKILLS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS PAMPHLET DESCRIBES FEDERALLY IMPOSED STANDARDS FOR HEATING AND BOILER PLANT EQUIPMENT MECHANICS. THESE STANDARDS COVER NONSUPERVISORY WORK TO INSTALL, MAINTAIN, REPAIR, AND MODIFY EQUIPMENT SUCH AS COAL, GAS, AND OIL FIRED HEATERS AND HOT AIR FURNACES, HIGH AND LOW PRESSURE STEAM AND HOT WATER BOILERS, POWER GENERATING EQUIPMENT, AND SIMILAR SYSTEMS. (AUTHORS/DL)

VT 019 134
MORTON, ALEXANDER CLARK
THE 1972-73 AIRLINE GUIDE TO STEWARDESS CAREERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, NY 10003 ($3.95)
PUB DATE - 72 127P. 5TH EDITION.

DESCRIPTORS - *CAREER OPPORTUNITIES; CAREER PLANNING; CAREER CHOICE; *JOB APPLICATION; *ENTRY WORKERS; EMPLOYMENT QUALIFICATIONS; *TRANSPORTATION; GUIDES; HUMAN SERVICES; *OCCUPATIONAL INFORMATION

ABSTRACT - THIS ANNUAL PUBLICATION BY A FLIGHT SERVICE MAGAZINE IS DIRECTED TOWARD THOSE WHO ARE INTERESTED IN A CAREER AS STEWARD OR STEWARDESS. DESIGNED PRIMARILY TO AID IN THE SELECTION OF AN AIRLINE FOR TRAINING AND EMPLOYMENT, THE GUIDE PRESENTS, IN SYNOPSIS FORM, INFORMATION ON ELEGIBILITY REQUIREMENTS, TRAINING, PAY, ROUTES, AND BENFITS FOR EVERY AIRLINE IN THE UNITED STATES, CANADA, AND THE CARIBBEAN. AN INTRODUCTORY SECTION OFFERS SUGGESTIONS FOR USING THE GUIDE AS WELL AS TECHNIQUES OF APPLICATION AND INTERVIEW. MANY PHOTOGRAPHS DEPICTING UNIFORMS OF EACH AIRLINE AND VARIOUS ASPECTS OF THEIR TRAINING PROGRAMS ARE INCLUDED. (KH)

VT 019 135
TREADWELL, DONNIE E., AND OTHERS
CURRICULUM GUIDE FOR AUTO MECHANICS, 1972.

BEGGS EDUCATIONAL CENTER, PENSACOLA, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 213P.

DESCRIPTORS - *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; *AUTO MECHANICS (OCCUPATION); *OCCUPATIONAL INFORMATION; *VOCATIONAL EDUCATION; *ACADEMICALLY HANDICAPPED; DISADVANTAGED YOUTH; TASK ANALYSIS; OBJECTIVE TESTS; VISUAL AIDS; COURSE DESCRIPTIONS; JOB ANALYSIS; MECHANICS (PROCESS); BASIC SKILLS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS CURRICULUM GUIDE FOR AN AUTO MECHANICS COURSE FOR ACADEMICALLY HANDICAPPED AND DISADVANTAGED STUDENTS BETWEEN THE AGES OF 13 AND 18 INCLUDES A BRIEF COURSE DESCRIPTION, COURSE PREREQUISITES, AND EXTENSIVE OCCUPATIONAL INFORMATION. FOR EACH MECHANICAL OCCUPATION, BEHAVIORAL OBJECTIVES, VISUAL AIDS, OBJECTIVE TESTS, AND TASK PERFORMANCE ANALYSES ARE GIVEN. THE FOLLOWING OCCUPATIONS ARE DESCRIBED: (1) SERVICE STATION ATTENDANT, (2) BRAKE AND ALIGNMENT MECHANIC, (3) TUNE-UP MECHANIC, (4) POWER SYSTEM MECHANIC, AND (5) SMALL ENGINE MECHANIC, SUCH AS LAWN MOWER, CHAIN SAW, AND MARINE MECHANICAL WORK. THIS DOCUMENT WAS DEVELOPED BY VOCATIONAL AND ACADEMIC TEACHERS

AND COORDINATORS, AND A CURRICULUM SPECIALIST. (AG)

VT 019 139
DENTALMAN. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.
BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10681
PUB DATE - 69 295P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *DENTISTRY; STUDY GUIDES; ANATOMY; PHYSIOLOGY; PATHOLOGY; CAREER EDUCATION; *DENTAL TECHNICIANS; *DENTAL ASSISTANTS
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TRAINING COURSE IS ONE OF A SERIES OF COURSES WRITTEN TO FURNISH STUDY MATERIAL FOR U.S. NAVY AND NAVAL RESERVE PERSONNEL PREPARING FOR ADVANCEMENT AND PROVIDES A READY REFERENCE FOR INDIVIDUAL DENTAL TECHNICIANS WHO DESIRE TO IMPROVE THEIR PERSONAL EFFICIENCY. THE CONTENTS ARE ASSEMBLED INTO ELEVEN CHAPTERS, A GLOSSARY, AND AN INDEX. CHAPTER HEADINGS IN THE TEXT INCLUDE: (1) ADVANCEMENT, (2) ANATOMY AND PHYSIOLOGY, (3) CASUALTY CARE, (4) DENTAL HISTOLOGY, (5) DENTAL ANATOMY, (5) BACTERIOLOGY, (7) ORAL PATHOLOGY, (8) DENTAL PHARMACOLOGY, (9) DENTAL OPERATING ROOM PROCEDURES, (10) ORAL ROENTGENOGRAPHY, AND (11) ADMINISTRATION. (AUTHORS/DL)

VT 019 140
ELECTRONICS ADMINISTRATION AND SUPPLY.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.
BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10835-C
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (D 208.11/2: EL 2/4/970; $2.25)
PUB DATE - 70 232P. 1970 REVISION

DESCRIPTORS - *ELECTRONICS; *ADMINISTRATION; *SUPPLIES; ARMED FORCES; *MANUALS; ADULT EDUCATION
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS TO ACQUAINT LINE OFFICERS OF THE NAVY AND NAVAL RESERVE WITH ADMINISTRATIVE RESPONSIBILITIES AND PROCEDURES WITH WHICH THEY SHOULD BE FAMILIAR WHEN ASSIGNED TO BILLETS CONCERNED WITH ELECTRONIC MATERIAL. CONTENTS OF THE MANUAL INCLUDE THE FOLLOWING: (1) A DESCRIPTION OF ADMINISTRATIVE RESPONSIBILITIES, (2) AN EXPLANATION OF MATERIAL RESPONSIBILITIES, INCLUDING MAINTENANCE OF ELECTRONICS INSTALLATIONS ON BOARD SHIP, (3) A DESCRIPTION OF RECORDS, REPORTS, AND PUBLICATIONS REQUIRED OF THE ELECTRONICS MATERIAL OFFICER, (4) A DESCRIPTION OF ALLOWANCE LISTS OF EQUIPMENT AND PARTS TO BE CARRIED BY NAVAL OPERATING FORCES, (5) AN EXPLANATION OF HOW ONE ASSESSES THE CONDITION OF THIS EQUIPMENT, (6) KNOWLEDGE NEEDED BY STAFF ELECTRONICS OFFICERS OF THE GENERAL ORGANIZATION OF THE FLEET, (7) A DESCRIPTION OF RESPONSIBILITIES OF THE NAVAL ELECTRONICS SYSTEMS COMMAND AND THE NAVAL SHIP SYSTEMS COMMAND, (8) A DISCUSSION OF THE NAVY SUPPLY SYSTEM AND SUPPLY PROCEDURES, AND (9) AN EXPLANATION OF THE PRINCIPLES AND TOOLS OF ELECTRONIC MATERIAL IDENTIFICATION. (AUTHORS/DL)

VT 019 144
SIMS, JIM, AND OTHERS
HORTICULTURE: GREENHOUSE AND NURSERY EMPLOYEE.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 126P.

DESCRIPTORS - *HORTICULTURE; *VOCATIONAL EDUCATION; NURSERY WORKERS (HORTICULTURE); *STUDY GUIDES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; STUDENT EVALUATION; WORKSHEETS; *ORNAMENTAL HORTICULTURE OCCUPATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS STUDY GUIDE IS DESIGNED TO ACQUAINT THE STUDENT WITH THE TASKS ASSOCIATED WITH A GREENHOUSE AND NURSERY EMPLOYEE. THE GUIDE PROVIDES TASK LISTING SHEETS, A LIST OF JOB PREREQUISITES AND A PREREQUISITE TEST, A DESCRIPTION OF JOB OBJECTIVES, AND A TASK DETAILING SHEET. SIX UNITS OF STUDY ARE INCLUDED IN THE BOOKLET. THEY APPEAR UNDER THE FOLLOWING TITLES: (1) SOIL PREPARATION AND FERTILIZATION, (2) PLANT IDENTIFICATION AND PROPAGATION, (3) PRUNING AND CARING FOR PLANTS, (4) IDENTIFYING AND CONTROLLING INSECTS AND DISEASES, (5) OPERATING AND MAINTAINING GREENHOUSES AND NURSERY EQUIPMENT, AND ([illegible]) MERCHANDISING PLANTS AND SUPPLIES. EACH UNIT CONTAINS SPECIFIC OBJECTIVES, A LIST OF LEARNING ACTIVITIES, MATERIALS AND RESOURCES, WORKSHEETS, A PRE- AND POSTTEST, AND AN EVALUATION FORM. (DL)

VT 019 167
DICKEY, FLOYD M.
CURRICULUM GUIDE FOR BEGINNING METALS.

SOUTH BEND COMMUNITY SCHOOL CORP., IND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 19P.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *INDUSTRIAL ARTS; *METALS; *WORKSHEETS; TEACHING GUIDES; OCCUPATIONAL INFORMATION; *METAL WORKING OCCUPATIONS

ABSTRACT - THIS CURRICULUM GUIDF, DEVELOPED BY THE INDUSTRIAL EDUCATION DEPARTMENT OF A LOCAL SCHOOL SYSTEM, OUTLINES THE MATERIAL TO BE COVERED IN ORDER TO INTRODUCE BEGINNING STUDENTS IN INDUSTRIAL ARTS CLASSES TO THE METAL INDUSTRY IN GENERAL, SPECIFIC PROCESSES USED IN THE TRADE, AND APPROPRIATE BEHAVIOR AND ATTITUDES TOWARD METAL WORKING AS AN OCCUPATION. THE COURSE OUTLINE CONTAINS A LIST OF SPECIFIC OBJECTIVES AND 15 PAGES OF WORKSHEETS WHICH THE STUDENT CAN USE IN HIS CLASSROOM STUDY. (DL)

VT 019 172
CURRICULUM GUIDE AND LEARNING PACKAGES: HEALTH OCCUPATIONS.

GEORGE WASHINGTON JUNIOR HIGH SCHOOL, TAMPA, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 141P.

DESCRIPTORS - PROJECT TRAINING METHODS; BEHAVIORAL OBJECTIVES; *HEALTH OCCUPATIONS EDUCATION; JUNIOR HIGH SCHOOL STUDENTS; INNER CITY; STUDENT EVALUATION; *CURRICULUM GUIDES; *DEVELOPMENTAL PROGRAMS; TEACHING PROCEDURES; BASIC SKILLS; *NURSES AIDES; VOCATIONAL DEVELOPMENT; *ENTRY WORKERS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED CURRICULUM GUIDE FOR AN 18-WEEK PREVOCATIONAL TRAINING COURSE IS INTENDED TO DEVELOP ENTRY LEVEL JOB SKILLS AS NURSES AIDES FOR SELECTED INNER-CITY STUDENTS AT THE JUNIOR HIGH SCHOOL LEVEL. INCLUDED FOR THESE PROJECT TRAINING METHODS ARE DETAILED RATIONALES, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND RESOURCE LISTS. IN ADDITION, SEPARATE LEARNING PACKAGES PROVIDE STUDENT WORKSHEETS, PRE-AND POST-TESTS WITH ANSWER KEYS, AND PERFORMANCE EVALUATION CHECKLISTS. TASK ANALYSIS CHARTS GIVE THE TYPE OF SKILLS NEEDED, THE FREQUENCY OF PERFORMANCE, AND THE DEGREE OF LEARNING DIFFICULTY. TASKS ARE SCALED ACCORDING TO THEIR IMPORTANCE. (AG)

VT 019 175
PARKS, DAVE; KOWALKE, LINDA
BUILDING MAINTENANCE: BUILDING MAINTENANCE MACHINE OPERATOR.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 91P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; SECONDARY GRADES; *MACHINE REPAIRMEN; EQUIPMENT MAINTENANCE; JOB TRAINING; *COURSE CONTENT; *BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; RESOURCE MATERIALS; WORKSHEETS; TEACHER EVALUATION
IDENTIFIERS - EMPLOYMENT SKILLS; BEGINNING COMPETENCE

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED TO FACILITATE THE TRAINING OF SECONDARY LEVEL STUDENTS AS BUILDING MAINTENANCE MACHINE OPERATORS. THE GUIDE CONTAINS A PREREQUISITE TEST, A LIST OF JOB OBJECTIVES, TASK DETAILING SHEETS AND A SERIES OF UNIT PLANS. UNITS IN THE SERIES FOCUS ON THE FOLLOWING TOPICS: (1) MACHINE SELECTION, (2) PAPOOSE VACUUM CLEANER, (3) CARPETWIN VACUUM CLEANER, (4) GYRO AND PACEMAKER FLOOR MAINTENANCE, (5) CONVERTOMATIC FLOOR MACHINE, (6) PRESSURE WASHER, (7) CARPETRON SHAMPOO MACHINE, AND (8) FOAMATIC SHAMPOO MACHINE. EACH UNIT HAS STUDY SHEETS AND STUDY QUESTIONS, A PRE AND POST TEST AND A TEACHER EVALUATION SHEET. (CL)

VT 019 181
TAKING A PATIENT'S WEIGHT: NURSE. ELEMENTARY CAREER CENTER INSTRUCTIONAL MATERIAL.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *STUDY GUIDES; ELEMENTARY GRADES; *HEALTH OCCUPATIONS; CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; *INTEGRATED CURRICULUM; *CAREER EDUCATION; LEARNING ACTIVITIES
IDENTIFIERS - CAREER AWARENESS; *WEIGHT TAKING

ABSTRACT - DESIGNED TO BE CORRELATED WITH STUDIES IN LANGUAGE ARTS, MATHEMATICS, SCIENCE, HEALTH, AND OR THE HUMANITIES, THIS BOOKLET, FOR THE ELEMENTARY GRADES, IS WRITTEN FOR THE PUPIL TO USE AS A STUDY GUIDE. INCLUDED ARE WORD LISTS RELATED TO HEALTH AND A DESCRIPTION OF OCCUPATIONS THAT ARE ASSOCIATED WITH THE HEALTH PROFESSION. (DL)

VT 019 188
THE WORLD OF WORK IN THE ELEMENTARY SCHOOL.

GEORGIA SOUTHERN COLL., STATESBORO.; MARVIN PITTMAN SCHOOL, STATESBORO, GA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 201P.

DESCRIPTORS - *TEACHER DEVELOPED MATERIALS; ELEMENTARY GRADES; VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; *TEACHING PROCEDURES; *ACTIVITY UNITS; EVALUATION TECHNIQUES; TEACHING TECHNIQUES; RESOURCE MATERIALS; BIBLIOGRAPHIES; CONCEPT FORMATION; EDUCATIONAL OBJECTIVES; *FUSED CURRICULUM
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - A WIDE RANGE OF TEACHER DEVELOPED INSTRUCTIONAL UNITS FOR THE ELEMENTARY GRADES PROVIDES CAREER INFORMATION AND VOCATIONAL DEVELOPMENT ACTIVITIES FOR USE IN FUSED CURRICULUMS. EACH UNIT OUTLINES TEACHING PROCEDURES, GOALS, OBJECTIVES, CONCEPTS, RESOURCE LISTS, AND EVALUATION TECHNIQUES. "HANDS-ON" ACTIVITIES, ROLE PLAYING, FIELD TRIPS, RESOURCE PEOPLE, SUBJECT MATTER TIE-INS, AND DISCUSSION OF RELATED LOCAL OCCUPATIONS ARE TEACHING TECHNIQUES DEVELOPED FOR THESE UNITS BY A COUNTY PROJECT COMMITTEE. STUDENT EVALUATION QUESTIONS FOR USE WITH EACH UNIT ARE INCLUDED. A BIBLIOGRAPHY AND OTHER RESOURCE MATERIALS ARE APPENDED. (AG)

VT 019 208
CAREER AWARENESS PROJECT: BOOK ONE, GRADES 1 AND 2.

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 446P.

DESCRIPTORS - GRADE 1; GRADE 2; *OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; VOCATIONAL DEVELOPMENT; *ACTIVITY UNITS; RESOURCE MATERIALS; *CURRICULUM GUIDES; EVALUATION TECHNIQUES; *TEACHING PROCEDURES; BEHAVIORAL OBJECTIVES; TEACHING TECHNIQUES; GOAL ORIENTATION
IDENTIFIERS - ABLE MODEL PROGRAM; CAREER AWARENESS; SELF AWARENESS

ABSTRACT - THIS INITIAL WORKING COPY OF A CAREER AWARENESS CURRICULUM FOR GRADES 1 AND 2, IN ROUGH DRAFT FORM, CONTAINS THREE

EXTENSIVE SECTIONS, INCLUDING BEHAVIORAL OBJECTIVES, CAREER AWARENESS ACTIVITY UNITS, AND OCCUPATIONAL GUIDANCE ACTIVITY UNITS. EVALUATION PROCEDURES, RESOURCE LISTS, SUGGESTED SUBJECT AREAS, AND LEARNING ACTIVITIES ARE PROVIDED IN A 2-COLUMN FORMAT, WITH SPACE FOR THE TEACHER'S NOTES. A WIDE RANGE OF RESOURCE MATERIALS ARE PROVIDED, INCLUDING TRANSPARENCIES, INFORMATION SHEETS, AND STUDENT WORKSHEETS. MUCH OF THESE MATERIALS COMES FROM THE ABLE MODEL PROGRAM AT NORTHERN ILLINOIS UNIVERSITY. THIS CURRICULUM GUIDE WAS DEVELOPED BY A PROJECT DIRECTOR, TEACHERS, COUNSELORS, AND ADMINISTRATORS, ALL AT THE ELEMENTARY LEVEL, IN A SUMMER WORKSHOP. CONSULTANTS, SUPERVISORS, AND PROJECT TEACHERS ALSO AIDED IN DEVELOPING THIS DOCUMENT. THE INTRODUCTORY UNIT INCLUDES TEACHING SUGGESTIONS, VOCATIONAL INVENTORIES, BROAD PROJECT GOALS, AND A DETAILED PROGRAM RATIONALE. THIS DOCUMENT IS RELATED TO TWO OTHERS AT THE INTERMEDIATE GRADE LEVELS, AVAILABLE IN THIS ISSUE AS VT 019 209 AND VT 019 210. (AG)

VT 019 209
CAREER AWARENESS PROJECT: BOOK TWO, GRADES 3 AND 4.

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 491P.

DESCRIPTORS - *CAREER EDUCATION; *ACTIVITY UNITS; VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; *CONCEPT FORMATION; GOAL ORIENTATION; *CLUSTER GROUPING; *CURRICULUM GUIDES; GRADE 3; GRADE 4; SELF EVALUATION; EVALUATION TECHNIQUES; SERVICES; TEACHING PROCEDURES; RESOURCE MATERIALS
IDENTIFIERS - CAREER AWARENESS; SELF AWARENESS

ABSTRACT - A WIDE RANGE OF ACTIVITY UNITS IN CAREER EDUCATION, AS AN INITIAL WORKING COPY IN ROUGH DRAFT FORM, ARE PRESENTED SEPARATELY FOR GRADES 3 AND 4. LEARNING ACTIVITIES, EVALUATION PROCEDURES, SUGGESTED SUBJECT AREAS, AND RESOURCE LISTS ARE PROVIDED IN A 2-COLUMN FORMAT, WITH SPACE FOR THE TEACHER'S NOTES. FOR VARIOUS JOB GROUPINGS, SPECIFIC CONCEPTS TO BE LEARNED ABOUT EACH JOB, BEHAVIORAL OBJECTIVES, AND UNIT GOALS ARE PROVIDED. THE SIX INTRODUCTORY UNITS ARE TAKEN FROM "CAREER EDUCATION: AN IDEA BOOK, K-6" BY A RESOURCE GUIDE PROJECT COMMITTEE IN PORTLAND, OREGON. SUGGESTED INTRODUCTORY SELF-AWARENESS AND CAREER AWARENESS ACTIVITIES ARE PROVIDED. THIS DOCUMENT IS RELATED TO TWO OTHERS, FOR GRADES 1 AND 2, AND FOR GRADES 5 AND 6, AVAILABLE IN THIS ISSUE AT VT 019 208 AND VT 019 210, RESPECTIVELY. (AG)

VT 019 210
CAREER AWARENESS PROJECT: BOOK THREE, GRADES 5 AND 6.

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 567P.

DESCRIPTORS - *CAREER EDUCATION; *ACTIVITY UNITS; *CURRICULUM GUIDES; GRADE 5; GRADE 6; SERVICES; *CLUSTER GROUPING; VOCATIONAL DEVELOPMENT; EVALUATION TECHNIQUES; RESOURCE MATERIALS; SELF EVALUATION; *CONCEPT FORMATION; BEHAVIORAL OBJECTIVES; GOAL ORIENTATION; TEACHING PROCEDURES
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - A WIDE RANGE OF ACTIVITY UNITS IN CAREER EDUCATION, AS AN INITIAL WORKING COPY IN ROUGH DRAFT FORM, ARE PRESENTED SEPARATELY FOR GRADES 5 AND 6. LEARNING ACTIVITIES, EVALUATION PROCEDURES, SUGGESTED SUBJECT AREAS, AND RESOURCE LISTS ARE PROVIDED IN A 2-COLUMN FORMAT, WITH SPACE FOR THE TEACHER'S NOTES. FOR VARIOUS JOB GROUPINGS, SPECIFIC CONCEPTS TO BE LEARNED ABOUT EACH JOB, BEHAVIORAL OBJECTIVES, AND UNIT GOALS ARE PROVIDED. THE SIX INTRODUCTORY UNITS ARE TAKEN FROM "CAREER EDUCATION: AN IDEA BOOK, K-6" BY A RESOURCE GUIDE PROJECT COMMITTEE IN PORTLAND, OREGON. SUGGESTED INTRODUCTORY SELF-AWARENESS AND CAREER AWARENESS ACTIVITIES ARE PROVIDED. THIS DOCUMENT IS RELATED TO TWO OTHERS FOR GRADES 1 AND 2, AND FOR GRADES 3 AND 4, AVAILABLE IN THIS ISSUE AS VT 019 208 AND VT 019 209, RESPECTIVELY. (AG)

VT 019 224
COOMBS, JUDITH, AND OTHERS
CHILD CARE: THE BABYSITTER.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 191P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *CHILD CARE; EDUCATIONAL OBJECTIVES; COURSE CONTENT
IDENTIFIERS - EMPLOYMENT SKILLS; EDUCATIONAL AWARENESS

ABSTRACT - PREPARED BY A VOCATIONAL TECHNICAL CENTER IN FLORIDA, THIS STUDY IS DESIGNED TO GIVE THE PROSPECTIVE BABYSITTER ADVANCED TRAINING IN CHILD CARE. THIS SELF-STUDY GUIDE CONTAINS TASK LISTING SHEETS, A LIST OF JOB PREREQUISITES AND PREREQUISITE TESTS, A NUMBER OF AUTOINSTRUCTIONAL UNITS, EACH OF WHICH CONTAINS AN ENUMERATION OF SPECIFIC LEARNING OBJECTIVES, A LIST OF ACTIVITIES, MATERIALS, AND RESOURCES, WORKSHEET FORMS, PLUS PRE- AND POSTTESTS. EACH UNIT DEALS WITH A SEPARATE TASK SOME OF WHICH INCLUDE THE FOLLOWING: (1) RESPONSIBILITIES OF THE BABYSITTER, (2) THE EFFECTS OF A NEW BABY ON THE FAMILY, (3) FEEDING AND CLOTHING THE BABY OR TODDLER, AND (4) PLAYING WITH THE CHILD. AN EVALUATION SHEET IS INCLUDED AT THE END OF EACH UNIT. (DL)

VT 019 231
CAREER EDUCATION FOR NORTON CITY SCHOOLS: ELEMENTARY CURRICULUM GUIDES.

NORTON CITY SCHOOL BOARD, VA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 254P.

DESCRIPTORS - *CURRICULUM GUIDES; *CAREER EDUCATION; SECONDARY GRADES; ART; BUSINESS EDUCATION; ENGLISH; LANGUAGE; MATHEMATICS;

PHYSICAL EDUCATION; SCIENCES; SOCIAL STUDIES; COURSE DESCRIPTIONS; BEHAVIORAL OBJECTIVES; REFERENCE MATERIALS; *COURSE CONTENT; LEARNING ACTIVITIES; *UNIT PLAN; *INTEGRATED CURRICULUM
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDE REPRESENTS INITIAL ATTEMPTS BY THE NORTON VIRGINIA CITY SCHOOLS TO REVISE THE CURRICULUM IN CAREER EDUCATION. THE DOCUMENT CONTAINS A SERIES OF UNITS FOR SECONDARY GRADES IN THE FOLLOWING SUBJECT MATTER AREAS: (1) ART, (2) BUSINESS EDUCATION, (3) ENGLISH, (4) LANGUAGE, (5) MATHEMATICS, (6) PHYSICAL EDUCATION, (7) SCIENCE, AND (8) SOCIAL STUDIES. EACH UNIT CONTAINS A COURSE DESCRIPTION, AN INTRODUCTORY STATEMENT, AND A LIST OF OBJECTIVES. ALSO INCLUDED ARE A LIST OF TEXTBOOKS TO BE USED, REFERENCE MATERIALS, SUPPLIES AND EQUIPMENT NEEDED, A SUMMARY OF THE CONTENT COVERED, A LIST OF SUGGESTED ACTIVITIES, AND RECOMMENDATIONS FOR METHODS OF EVALUATION. (DL)

VT 019 237
O'REILLEY, WILLIAM
ART AND DESIGN--PAINTERS, VOLUME IV.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($1.50)
PUB DATE - JUL57 94P.

DESCRIPTORS - *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *VOCATIONAL EDUCATION; *PAINTING; DESIGN; ART; *COURSE CONTENT; EDUCATIONAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - ONE OF A SERIES OF CURRICULUM MATERIALS ON VOCATIONAL EDUCATION, THIS DOCUMENT ON ART AND DESIGN CONSISTS OF THREE BASIC UNITS OF INSTRUCTION INCLUDING THE FOLLOWING: (1) DEVELOPMENT OF LAYOUTS, (2) POSTERS AND SIGNS, AND (3) DECORATION. EACH UNIT INCLUDES A SERIES OF INFORMATION SHEETS ON WHICH ARE INCLUDED A SPECIFIC STATEMENT OF THE OBJECTIVES TO BE ATTAINED, RELATED INFORMATION, AND ASSIGNMENTS. ALSO INCLUDED IN EACH UNIT ARE JOB SHEETS WHICH ATTEMPT TO COORDINATE THE USE OF TOOLS AND MATERIALS WITH SPECIFIC INSTRUCTIONAL PROCEDURES. EACH UNIT CONTAINS A NUMBER OF DRAWINGS AND AN ACHIEVEMENT TEST. (DL)

VT 019 239
O'REILLEY, WILLIAM
ART AND DESIGN--PAINTERS, VOLUME I.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($1.50)
PUB DATE - JUL57 118P.

DESCRIPTORS - *STUDY GUIDES; SECONDARY GRADES; *VOCATIONAL EDUCATION; UNIT PLANS; ART; DESIGN; *PAINTING; *EDUCATIONAL OBJECTIVES; *COURSE CONTENT; REFERENCE MATERIALS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT GUIDE ON ART AND DESIGN IS THE FIRST VOLUME IN A 3-VOLUME SERIES RELATING TO VOCATIONAL TRAINING IN PAINTING AND DECORATING. THE THREE UNITS OF STUDY INCLUDED IN THE BOOKLET ARE: (1) USE OF DRAWING INSTRUMENTS, (2) LETTERING, AND (3) ELEMENTS AND PRINCIPLES OF DESIGN. EACH UNIT CONTAINS AN INFORMATION SHEET, JOB SHEETS, AND AN ACHIEVEMENT TEST. EACH OF THE SHEETS CONTAINS CLEARLY-SPECIFIED OBJECTIVES, CONTENT MATERIAL AND TASK PROCEDURES, ASSIGNMENTS, AND REFERENCE MATERIALS. NUMEROUS DRAWINGS ARE PROVIDED THROUGHOUT THE DOCUMENT. (DL)

VT 019 255
COOKE, RUDOLPH C.
THE GARMENT INDUSTRY: A UNIT IN THE CONSUMER AND HOMEMAKING OCCUPATIONS CLUSTER. JUNIOR HIGH SCHOOL UNIT FOR GRADES 7-9.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; SECONDARY GRADES; *OCCUPATIONAL HOME ECONOMICS; *COURSE CONTENT; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EVALUATION; RESOURCE MATERIALS; VOCATIONAL EDUCATION
IDENTIFIERS - GARMENT INDUSTRY; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SEVENTH TO NINTH GRADE TEACHING UNIT IS DESIGNED TO DEVELOP IN SECONDARY LEVEL STUDENTS THE AWARENESS, KNOWLEDGE AND APPRECIATION OF THE GARMENT INDUSTRY AND THE OPPORTUNITIES IN THIS AREA. THE UNIT CONTAINS (1) A LIST OF BEHAVIORAL OBJECTIVES AND CONCEPTS, (2) AN OUTLINE OF SUBJECT MATTER TO BE COVERED IN THE UNIT, (3) A DESCRIPTION OF THE MATERIALS AND EQUIPMENT NECESSARY FOR THE INDUSTRY, (4) A LIST OF STUDENT MATERIALS, (5) AN EVALUATION SECTION, AND (6) A BIBLIOGRAPHY. (AUTHORS/DL)

VT 019 256
DANCY, LINDA
WORKING FOR A NEWSPAPER: A UNIT IN THE COMMUNICATIONS AND MEDIA OCCUPATIONS CLUSTER. JUNIOR HIGH SCHOOL UNIT.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 20P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *CURRICULUM GUIDES; *JOURNALISM; *COURSE CONTENT; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EVALUATION; RESOURCE MATERIALS; OCCUPATIONAL CLUSTERS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS JUNIOR HIGH SCHOOL UNIT IS DESIGNED TO DEVELOP IN STUDENTS THE AWARENESS, KNOWLEDGE AND APPRECIATION OF THE NEWSPAPER INDUSTRY AND THE CAREER OPPORTUNITIES IN THIS FIELD. THE UNIT CONTAINS: (1) A LIST OF BEHAVIORAL OBJECTIVES AND CONCEPTS, (2) AN OUTLINE OF SUBJECT MATTER TO BE COVERED, (3) A DESCRIPTION OF CORRELATING ACTIVITIES, (4) A LIST OF STUDENT MATERIALS, (5) AN EVALUATION SECTION, AND (6) A BIBLIOGRAPHY. (AUTHORS/DL)

VT 019 269
JENNINGS, ELEANOR
MOVING PRODUCTS BY LAND TRANSPORTATION: A UNIT IN THE TRANSPORTATION OCCUPATIONS CLUSTER. ELEMENTARY SCHOOL UNIT FOR GRADES 2-6.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 15P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; *CURRICULUM GUIDES; *TRANSPORTATION; *COURSE CONTENT; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EVALUATION; RESOURCE MATERIALS; OCCUPATIONAL INFORMATION; OCCUPATIONAL CLUSTERS; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS ELEMENTARY SCHOOL UNIT IS DESIGNED TO DEVELOP IN STUDENTS AN AWARENESS OF THE VARIOUS CAREERS INVOLVED IN LAND TRANSPORTATION. THE UNIT CONTAINS: (1) A LIST OF BEHAVIORAL OBJECTIVES AND CONCEPTS, (2) AN OUTLINE OF SUBJECT MATTER TO BE COVERED IN THE UNIT, (3) A DESCRIPTION OF ACTIVITIES, (4) A LIST OF STUDENT MATERIALS, (5) AN EVALUATION SECTION, AND (6) A BIBLIOGRAPHY. (AUTHOR/DL)

VT 019 279 ED 073 318
HOOKS, VANDALYN L.
GUIDELINES FOR AN ORIENTATION AND EXPLORATION CAREER EDUCATION PROGRAM IN MIDDLE SCHOOL/JUNIOR HIGH.

EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - AUG72 90P.

DESCRIPTORS - *GUIDELINES; *PROGRAM DEVELOPMENT; *CAREER EDUCATION; *MIDDLE SCHOOLS; *JUNIOR HIGH SCHOOLS; LEARNING ACTIVITIES; STUDENT NEEDS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - *CAREER EXPLORATION; CAREER ORIENTATION

ABSTRACT - THIS PUBLICATION HAS BEEN COMPILED TO PROVIDE EDUCATORS WITH INFORMATION, IDEAS, EXAMPLES, AND GUIDELINES FOR ESTABLISHING OR IMPLEMENTING AN ORIENTATION AND EXPLORATORY CAREER EDUCATION PROGRAM AT THE MIDDLE SCHOOL OR JUNIOR HIGH SCHOOL LEVEL. SECTIONS OF THE MANUAL INCLUDE: (1) A DEFINITION OF CAREER EDUCATION AND ITS ROLE, (2) A DISCUSSION OF THE RATIONALE FOR AN ORIENTATION AND EXPLORATORY PROGRAM AND LISTING OF STUDENTS' NEEDS WHICH SHOULD BE MET BY SUCH A PROGRAM, (3) IDENTIFICATION OF THE ESSENTIAL ELEMENTS OF A CAREER EDUCATION PROGRAM AND SUGGESTIONS FOR IMPLEMENTING A PROGRAM, (4) A DISCUSSION OF THE IMPORTANCE OF BEHAVIORAL OBJECTIVES AND HOW TO WRITE THEM, (5) USE OF COMMUNITY RESOURCES, (6) SUGGESTED CURRICULUM FOR LEARNING ACTIVITIES FOR A CAREER EDUCATION PROGRAM, AND (7) A BIBLIOGRAPHY OF PUBLICATIONS, PROGRAMS, AND MATERIALS CONCERNING CAREER EDUCATION. (SB)

VT 019 288
NOW CAREER EDUCATION FIELD TRIP GUIDELINES.

NOW CAREER CENTER, ARMORY, MAINE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 9P.

DESCRIPTORS - *CAREER EDUCATION; *GUIDELINES; RESOURCE MATERIALS; *FIELD TRIPS; TEACHING TECHNIQUES; VOCATIONAL DEVELOPMENT; *HUMAN RESOURCES; ELEMENTARY GRADES; HUMANITIES
IDENTIFIERS - NOW; *CAREER AWARENESS

ABSTRACT - THESE GUIDELINES FOR ARRANGING FIELD TRIPS WERE DEVELOPED BY THE NOW STAFF AS A CAREER EDUCATION TECHNIQUE. INCLUDED ARE SAMPLE LETTERS FOR RESOURCE PERSONS, A DEFINITION OF A CAREER EDUCATION FIELD TRIP, VARIOUS SUGGESTIONS FOR TEACHERS, AND FOLLOW-UP IDEAS. ORIENTATION PROCEDURES FOR STUDENTS ARE INCLUDED, AS WELL AS A BRIEF RESOURCE LIST OF CAREER DEVELOPMENT MATERIALS. (AG)

VT 019 289
NOW CAREER EDUCATION FILM LIST

NOW RESOURCE CENTER, ARMORY, MAINE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 11P.

DESCRIPTORS - *CAREER EDUCATION; *FILMS; *RESOURCE GUIDES; *ANNOTATED BIBLIOGRAPHIES; ELEMENTARY GRADES; SECONDARY GRADES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE ON FILM LISTINGS IS PROVIDED AS A SERVICE TO STUDENTS AND TEACHERS. THE FILMS FOCUS ON CAREER AWARENESS AND EXPLORATION AND ARE DESIGNED TO FACILITATE THE INTEGRATION OF CAREER EDUCATION WITHIN THE REGULAR CURRICULUM. MOST OF THE FILMS CAN BE ORDERED AT NO COST. (DL)

VT 019 293
KINZER, ALLEN O.
VOCATIONAL DRAFTING CURRICULUM GUIDE.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR72 110P. DEVELOPED IN CURRICULUM DEVELOPMENT CLASS (VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG, VA., SUMMER, 1971).

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY GRADES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTING; *CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; *TEACHING GUIDES; INSTRUCTIONAL AIDS; TIME BLOCKS

ABSTRACT - PREPARED BY A GROUP OF VOCATIONAL INSTRUCTORS, THIS CURRICULUM OUTLINE FOR DRAFTING IS DESIGNED FOR USE BY INSTRUCTORS

IN FORMULATING COURSES OF STUDY FOR VOCATIONAL DRAFTING CLASSES AT THE ELEVENTH AND TWELFTH GRADE LEVELS. THE GUIDE IS DEVELOPED WITH A COMMON CURRICULUM FOR THE DRAFTING OPTIONS OF MACHINE DRAFTING, ARCHITECTURAL DRAFTING, AND CIVIL DRAFTING FOR THE FIRST YEAR (540 HOURS). THE SECOND YEAR PERMITS AN OPTION IN A SPECIALTY. THE TIME BLOCK ORGANIZATION OF COURSES IS PRESENTED ALONG WITH SPECIFIC UNITS OF INSTRUCTION, SUGGESTED TEACHING METHODS AND A CODED SYSTEM OF INSTRUCTIONAL AIDS. SAMPLE LESSON PLANS, JOB SHEETS, INFORMATION SHEETS, AND A BIBLIOGRAPHY ARE APPENDED. (KH)

VT 019 297
POLICE TRAFFIC SERVICES BASIC TRAINING PROGRAM INSTRUCTOR'S LESSON PLANS. VOLUME 2 OF 3.

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (DOT), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DOT/HS-800-719
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 5003-00093; $4.75)
PUB DATE - OCT72 584P.

DESCRIPTORS - TRAINING OBJECTIVES; *TEACHING GUIDES; RESOURCE MATERIALS; *LESSON PLANS; SCHEDULE MODULES; POLICE; GOVERNMENT PUBLICATIONS; ADULT VOCATIONAL EDUCATION; HUMAN SERVICES; *EDUCATIONAL PROGRAMS; *TRAFFIC CONTROL; *LAW ENFORCEMENT; ACCIDENT PREVENTION; SAFETY EDUCATION; BASIC SKILLS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIRTY-SIX LESSON PLANS THAT CONSTITUTE THE CLASSROOM AND FIELD TRAINING PHASES FOR A BASIC TRAINING PROGRAM FOR POLICE TRAFFIC SERVICES CONTAIN TRAINING OBJECTIVES, RESOURCE LISTS, AND INSTRUCTIONAL OUTLINES. INTENDED AS A NATIONAL GUIDE FOR PRESERVICE EDUCATION OF PATROLMAN TRAINEES FOR A MUNICIPAL, COUNTY, OR STATE LAW ENFORCEMENT AGENCY, THIS TEACHING GUIDE WAS DEVELOPED BY CONSULTANTS, PATROLMEN, A PROJECT DIRECTOR, AND LEADERS IN BUSINESS. SPACE IS PROVIDED FOR THE TEACHER'S NOTES, AND IMPORTANT POINTS ARE SUMMARIZED FOR EACH LESSON. SPECIFIC TIME ALLOTMENTS FOR FLEXIBLE MODULAR SCHEDULING ARE GIVEN FOR THE FOLLOWING SEVEN UNITS, TOTALING A MINIMUM OF 103 CLASSROOM HOURS: (1) ORIENTATION, (2) TRAFFIC LAW, (3) TRAFFIC DIRECTION AND CONTROL, (4) TRAFFIC LAW ENFORCEMENT, (5) ACCIDENT MANAGEMENT, (6) TRAFFIC COURT, AND (7) SERVICES FOR MOTORISTS. THESE LESSON PLANS ARE 3-HOLE PUNCHED FOR EASY INSERTION INTO A NOTEBOOK. THIS DOCUMENT, WHICH INCLUDES EXTENSIVE TEACHING SUGGESTIONS, IS RELATED TO AN ADMINISTRATIVE GUIDE FOR PROGRAM AND COURSE PLANNING AND A STUDY GUIDE FOR STUDENTS. (AG)

VT 019 313
CHERVENAK, FRANCIS; MANCUSO, JOSEPH J.
PRINCIPLES OF ELECTRIC WIRING.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; ESSEX COUNTY VOCATIONAL SCHOOLS, EAST ORANGE, N.J.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 ($2.50)
PUB DATE - DEC69 257P.

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY GRADES; *ELECTRIC CIRCUITS; ELECTRICITY; *ELECTRICAL SYSTEMS; *WORKBOOKS; *INSTRUCTIONAL MATERIALS; SCHOOLSHOPS

ABSTRACT - PREPARED BY TWO VOCATIONAL INSTRUCTORS, THIS SHOP WORKBOOK FOR ELECTRICAL WIRING IS INTENDED FOR USE BY VOCATIONAL STUDENTS IN GRADES 9 AND 10. BESIDES TEACHING THE FUNDAMENTALS OF WIRING, THE COURSE IS DESIGNED TO HELP THE STUDENT DEVELOP CONFIDENCE, MATURITY, AND PRIDE IN HIS WORK. THE COURSE COVERS SAFETY PROCEDURES, TOOL USE, MAINTENANCE, AND SUCH OPERATIONS AS SPLICING, SIGNAL WIRING, CIRCUITRY, ANNUNCIATOR WIRING, BURGLAR ALARM WIRING, CABLE WIRING, AND CONDUIT WIRING. EACH CHAPTER IS ACCOMPANIED BY NUMEROUS DRAWINGS AND DIAGRAMS TO ILLUSTRATE THE WRITTEN TEXT. (KH)

VT 019 330
ANDERSON, WILLIAM H., AND OTHERS
A CURRICULUM GUIDE FOR INDUSTRIAL ELECTRICITY.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL EDUCATION; MAINE UNIV., PORTLAND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN71 71P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; ELECTRICITY; OCCUPATIONAL INFORMATION; *ELECTRICAL OCCUPATIONS; PROGRAM PLANNING; *INDUSTRIAL TECHNOLOGY; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; COURSE DESCRIPTIONS; GLOSSARIES; BIBLIOGRAPHIES; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; POST SECONDARY EDUCATION; *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS FLEXIBLE CURRICULUM GUIDE IN INDUSTRIAL ELECTRICITY WILL PROVE USEFUL FOR BEGINNING AND EXPERIENCED TEACHERS IN VOCATIONAL PROGRAM PLANNING. DEVELOPED BY TEACHERS OF VOCATIONAL AND TECHNICAL EDUCATION, EDUCATORS AT THE UNIVERSITY OF MAINE, AND THE MAINE BUREAU OF VOCATIONAL EDUCATION, THIS GUIDE INCLUDES A RATIONALE, NINE JOB DESCRIPTIONS WITH RESOURCE ADDRESSES, 37 BRIEF UNIT DESCRIPTIONS, A GLOSSARY, AND BIBLIOGRAPHIES. LISTS OF STUDENT AND TEACHER REQUIREMENTS, AN OCCUPATIONAL FLOW CHART, AN OCCUPATIONAL TASK ANALYSIS CHART, AND OTHER RESOURCE MATERIALS ARE PROVIDED. EACH UNIT DESCRIPTION GIVES UNIT PREREQUISITES, THE UNIT SCOPE AND SEQUENCE, BEHAVIORAL OBJECTIVES, AND TOOL AND EQUIPMENT LISTS. (AG)

VT 019 333
CAREER EDUCATION CURRICULUM GUIDELINE: A PLAN OF STUDENT DEVELOPMENT, GRADES K-9.

FRANKLIN NORTHEAST SUPERVISORY UNION, RICHFORD, VT.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; *CAREER EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; SEQUENTIAL APPROACH; *DEVELOPMENTAL PROGRAMS; *GUIDELINES; *STUDENT DEVELOPMENT; RESOURCE MATERIALS; HUMANITIES; EDUCATIONAL OBJECTIVES; GOAL ORIENTATION; PROGRAM PLANNING; CONCEPT FORMATION; INTEGRATED CURRICULUM
IDENTIFIERS - *CAREER AWARENESS; CAREER EXPLORATION

ABSTRACT - INTENDED FOR DEVELOPING A SEQUENTIAL CAREER EDUCATION CURRICULUM AT THE ELEMENTARY AND JUNIOR HIGH SCHOOL LEVELS, THESE TENTATIVE DEVELOPMENTAL GUIDELINES WERE PREPARED BY A CURRICULUM ADVISORY COMMITTEE AT A 2-DAY CURRICULUM DEVELOPMENT WORKSHOP. A DETAILED RATIONALE FOR CAREER EDUCATION AND A GENERAL DESCRIPTION OF THIS EXEMPLARY PROJECT ARE INCLUDED. A WIDE RANGE OF SAMPLE INTEGRATED UNITS WITHIN A CAREER EDUCATION PROGRAM ARE PROVIDED, EACH WITH RESOURCE LISTS, TEACHING IDEAS, AND TEACHING TECHNIQUES. BEHAVIORAL OBJECTIVES AND LEARNING ACTIVITIES ARE INCLUDED IN A 3-COLUMN FORMAT FOR THE JUNIOR HIGH SCHOOL GRADES, TOGETHER WITH SUGGESTED SUBJECT AREAS AND EVALUATION PROCEDURES. VARIOUS RESOURCE MATERIALS ARE INCLUDED. (AG)

VT 019 337
DEMERS, ALCIDE, AND OTHERS
A CURRICULUM GUIDE FOR AUTOMOTIVE TECHNOLOGY.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL EDUCATION; MAINE UNIV., PORTLAND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL70 70P.

DESCRIPTORS - *VOCATIONAL EDUCATION; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; MANUFACTURING; *COURSE DESCRIPTIONS; *AUTO MECHANICS; AUTO MECHANICS (OCCUPATION); OCCUPATIONAL INFORMATION; *ELECTROMECHANICAL TECHNOLOGY; INDUSTRIAL TRAINING; TEACHING GUIDES
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS FLEXIBLE CURRICULUM GUIDE FOR AUTOMOTIVE TECHNOLOGY, AS THE FIRST IN A SERIES, INCLUDES A RATIONALE, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING SUGGESTIONS, 25 BRIEF INSTRUCTIONAL UNIT DESCRIPTIONS WITH EQUIPMENT LISTS, AND 4 SAMPLE JOB SHEETS. A GLOSSARY, A BIBLIOGRAPHY, LISTS OF STUDENT AND TEACHER REQUIREMENTS, AND OTHER RESOURCE MATERIALS ARE PROVIDED. THIS DOCUMENT WAS DEVELOPED BY VOCATIONAL INSTRUCTORS AT THE HIGH SCHOOL AND VOCATIONAL SCHOOL LEVELS, EDUCATORS AT UNIVERSITY OF MAINE AND THE MAINE BUREAU OF VOCATIONAL EDUCATION. THIS GUIDE WILL PROVE USEFUL IN VOCATIONAL PROGRAM PLANNING BOTH FOR BEGINNING AND EXPERIENCED TEACHERS, AS WELL AS FOR GUIDANCE PERSONNEL AND ADMINISTRATORS. (AG)

VT 019 338
TWINING, PETER
TECHNIQUES USED IN SEEKING EMPLOYMENT: COURSE SYLLABUS.

NORTH SHORE COMMUNITY COLL., BEVERLY, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 13P.

DESCRIPTORS - CURRICULUM GUIDES; COMMUNITY COLLEGES; *TEACHING GUIDES; COURSE CONTENT; *WORK ATTITUDES; *JOB APPLICATION; *ENTRY WORKERS; SHORT COURSES; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THIS IS AN OUTLINE OF A SHORT-TERM COURSE DEVELOPED AND TAUGHT BY THE DIRECTOR OF PLACEMENT AT A SMALL MASSACHUSETTS COLLEGE. IT IS INTENDED TO SUPPLEMENT THE COLLEGE STUDENT'S ACADEMIC PROGRAM BY PROVIDING TECHNIQUES FOR SEEKING EMPLOYMENT. A DETAILED COURSE SYLLABUS INDICATES TOPICS TO BE COVERED DURING EACH OF THE FIVE SESSIONS. INCLUDED ARE WORKING PAPERS CONTAINING THE INSTRUCTOR'S AND THE STUDENTS' EVALUATIONS OF THE COURSE, A COURSE OUTLINE CONTAINING SUGGESTED TEACHING METHODS, AND A COPY OF THE STUDENT EVALUATION SHEET USED. (KH)

VT 019 340 ED 073 324
BASLYK, LYDIA, COMP.
ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION.

RHODE ISLAND COLL., PROVIDENCE. CURRICULUM RESOURCES CENTER.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - FEB73 24P.

DESCRIPTORS - *CAREER EDUCATION; *ANNOTATED BIBLIOGRAPHIES; VOCATIONAL EDUCATION; HUMANITIES; AUDIOVISUAL AIDS; *CURRICULUM DEVELOPMENT; *VOCATIONAL DEVELOPMENT; ABSTRACTS; BOOKS; MICROFICHE; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION PROVIDES DESCRIPTIONS OF MATERIALS AVAILABLE AT THE CURRICULUM RESOURCES CENTER, GROUPED INTO THESE CATEGORIES: (1) BOOKS, (2) CASSETTES, (3) FILMSTRIP KITS, (4) GUIDEBOOKS FOR CURRICULUM DEVELOPMENT, (5) MICROFICHE, (6) MULTIMEDIA KITS, AND (7) BIBLIOGRAPHIES. EACH ANNOTATION MENTIONS, AS APPROPRIATE, THE TOPICS COVERED IN THE DOCUMENT, THE PURPOSE OF THE DOCUMENT, THE TARGET AUDIENCE, LOCAL CATALOG NUMBERS AND THE TYPE OF DOCUMENT. (AG)

VT 019 341
CROCKETT, JOHN D., AND OTHERS
A CURRICULUM GUIDE FOR MACHINE TOOL TECHNOLOGY.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL EDUCATION; MAINE UNIV., PORTLAND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL70 56P.

DESCRIPTORS - *CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; *MACHINE TOOLS; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; ENTRY WORKERS; MACHINE TOOL OPERATORS

ABSTRACT - THIS SPIRAL-BOUND CURRICULUM GUIDE WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF A MAINE EDUCATIONAL AGENCY AND A GROUP OF TEACHERS OF VOCATIONAL AND TECHNICAL EDUCATION. DESIGNED FOR USE BY VOCATIONAL SCHOOL TEACHERS IN PLANNING PROGRAMS OF INSTRUCTION THAT WILL BENEFIT STUDENTS SEEKING EMPLOYMENT IN THE WORLD OF WORK, THIS GUIDE PROVIDES AN ANALYSIS OF VARIOUS OCCUPATIONS IN THE FIELD OF MACHINE TOOL TECHNOLOGY AND A SERIES OF INSTRUCTIONAL UNITS NECESSARY FOR EACH OCCUPATION AT JOB ENTRY LEVEL. A MATRIX OF OCCUPATIONS AND TEACHING UNITS PERMITS THE TEACHER TO MAKE FLEXIBLE UTILIZATION OF THE GUIDE BY MATCHING A DESIRED JOB TASK WITH AN OCCUPATIONAL PREPARATION. EACH UNIT CONTAINS A BRIEF DESCRIPTION OF CONTENT, THE EXPECTED STUDENT GOALS, PREREQUISITES FOR THE UNIT, AND EQUIPMENT NEEDED. INCLUDED ARE A GLOSSARY, A LIST OF RESOURCE MATERIALS, A SAMPLE UNIT, AND A SUGGESTED STUDENT EVALUATION SHEET. (KH)

VT 019 354 ED 073 325
CAREERS GUIDE: OPPORTUNITIES IN THE PROFESSIONS, INDUSTRY AND COMMERCE.

CENTRAL YOUTH EMPLOYMENT EXECUTIVE, LONDON (ENGLAND).
DOCUMENT NOT AVAILABLE FROM EDRS.
HER MAJESTY'S STATIONERY OFFICE, 899 BROADWAY AVE., REDWOOD CITY, CALIFORNIA 94063
PUB DATE - 72 389P. TENTH EDITION.

DESCRIPTORS - CAREER LADDERS; *CAREER EDUCATION; SECONDARY GRADES; *YOUTH OPPORTUNITIES; *OCCUPATIONAL INFORMATION; DIRECTORIES; EMPLOYMENT QUALIFICATIONS; INDEXES (LOCATERS); *PROFESSIONAL OCCUPATIONS; VOCATIONAL EDUCATION; INDUSTRY; BUSINESS; SALARIES; RESOURCE MATERIALS; EMPLOYMENT PROJECTIONS; *CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS; *GREAT BRITAIN

ABSTRACT - THIS DIRECTORY CONTAINS BASIC OCCUPATIONAL INFORMATION ABOUT 100 CAREER OPPORTUNITIES IN BUSINESS, INDUSTRY, AND THE PROFESSIONS IN GREAT BRITAIN. ENTRY-LEVEL EMPLOYMENT QUALIFICATIONS, BRIEF JOB DESCRIPTIONS, SALARY RANGES, EMPLOYMENT PROJECTIONS, AND RESOURCE ADDRESSES ARE PROVIDED FOR EACH CAREER. EDUCATIONAL AND TRAINING REQUIREMENTS ARE DETAILED FOR THE BENEFIT OF YOUNG PEOPLE AND GUIDANCE COUNSELORS. DEVELOPED BY THE CENTRAL YOUTH EMPLOYMENT EXECUTIVE, THIS GUIDE COVERS A WIDE RANGE OF CAREERS, FROM BANKING TO OVERSEAS EMPLOYMENT. AN INDEX IS INCLUDED, AS WELL AS SUGGESTIONS ON FINDING CAREER GUIDANCE MATERIALS. (AG)

VT 019 360 ED 074 218
RYAN, CHARLES W.
CAREER DEVELOPMENT GUIDE FOR THE ELEMENTARY SCHOOL. A GUIDEBOOK FOR TEACHERS AND GUIDANCE COUNSELORS.

MAINE STATE DEPT. OF EDUCATION, AUGUSTA. BUREAU OF VOCATIONAL AND ADULT EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - ND 134P. SECOND REVISED EDITION.

DESCRIPTORS - *CAREER EDUCATION; ELEMENTARY GRADES; HUMANITIES; *INTEGRATED ACTIVITIES; LESSON PLANS; BEHAVIORAL OBJECTIVES; GOAL ORIENTATION; *OCCUPATIONAL GUIDANCE; *VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; BIBLIOGRAPHIES; *LANGUAGE ARTS; MODELS; EVALUATION TECHNIQUES
IDENTIFIERS - CAREER AWARENESS; MAINE

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR INTEGRATED CAREER EDUCATION ACTIVITIES AT THE ELEMENTARY LEVEL INCLUDES A RATIONALE FOR CAREER DEVELOPMENT, VARIOUS MODELS FOR CAREER DEVELOPMENT, SAMPLE LESSON PLANS, INFORMATION ON LEISURE ACTIVITIES AS RELATED TO CAREER DEVELOPMENT, AND A SUMMARY OF TEACHING SUGGESTIONS FOR CAREER EDUCATION PROGRAMS. BOUND IN A 3-RING NOTEBOOK, THIS DOCUMENT WAS DEVELOPED AT A TEACHER WORKSHOP BY ITS SUPERVISOR, AN ASSOCIATE PROFESSOR OF EDUCATION. INTENDED AS GUIDELINES FOR TEACHERS AND GUIDANCE COUNSELORS, THESE INSTRUCTIONAL OUTLINES WILL ALSO PROVE USEFUL FOR LOCAL EDUCATION AGENCIES AND TEACHER TRAINING INSTITUTIONS. THESE FEDERALLY FUNDED MATERIALS, FOCUSING ON LANGUAGE ARTS COMMUNICATION SKILLS, PRESENT EXTENSIVE SAMPLE LESSON PLANS, EACH WITH GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND EVALUATION PROCEDURES. INCLUDED ARE EXTENSIVE APPENDED RESOURCE IDEAS AND MATERIALS AND A BIBLIOGRAPHY. (AG)

VT 019 364
HANDBOOK FOR LOAN TELLER. OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, MISSISSIPPI STATE, MS 39762 ($1.00 EACH OR SEVEN FOR $4.00)
PUB DATE - 72 15P.

DESCRIPTORS - *MANUALS; *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; CLERICAL OCCUPATIONS; *BUSINESS EDUCATION; COURSE CONTENT; ACTIVITY LEARNING; BEHAVIORAL OBJECTIVES; STUDENT EVALUATION; *OFFICE PRACTICE
IDENTIFIERS - *LOAN TELLER; CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS ONE OF A SERIES OF INTEGRATED PROJECTS FOR TEACHING CLERICAL OFFICE PRACTICE THROUGH SIMULATION. IT PRESENTS MATERIAL FOR SIMULATED EXPERIENCE AS A LOAN TELLER. IN ADDITION TO A DESCRIPTION OF THE JOB, AN EXPLANATION IS GIVEN OF PROBLEMS CONFRONTED BY THE TELLER, A LIST OF BASIC ASSUMPTIONS FOR SETTING UP THE SIMULATION, AN OUTLINE OF BEHAVIORAL OBJECTIVES, AND SUGGESTIONS FOR EVALUATING THE STUDENT. THE SIMULATION COVERS A 4-DAY PERIOD, AND JOB ACTIVITIES ARE PRESCRIBED FOR EACH DAY. (DL)

VT 019 370
NATIONAL APPRENTICESHIP POLICY OF THE INTERNATIONAL MAILERS UNION: A MANUAL OF PROCEDURES TO BE USED AS A GUIDE FOR

ESTABLISHING LOCAL MAILERS JOINT APPRENTICESHIP PROGRAMS.

INTERNATIONAL MAILERS UNION, DENVER, COLO.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 23P.

DESCRIPTORS - ADMINISTRATOR GUIDES; *VOCATIONAL EDUCATION; POLICY FORMATION; *APPRENTICESHIPS; MANUALS; *GUIDELINES; LABOR UNIONS; *LABOR STANDARDS
IDENTIFIERS - EMPLOYMENT SKILLS; ECONOMIC AWARENESS; *MAILERS

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO PROVIDE GUIDELINES TO EMPLOYERS AND UNIONS FOR THE PRINTING INDUSTRY IN ESTABLISHING LOCAL STANDARDS OF APPRENTICESHIP THAT WILL ENABLE YOUTH TO BECOME FUTURE CRAFTSMEN IN THE MAILER TRADE. IT IS ALSO INTENDED TO ASSURE AN ADEQUATE AND SKILLED WORKING FORCE IN THE MAILING ROOMS. THIS MANUAL CONTAINS RECOMMENDED STANDARDS DEVELOPED BY THE INTERNATIONAL MAILERS UNION FOR ESTABLISHING AND OPERATING LOCAL APPRENTICESHIP PROGRAMS IN THE MAILER TRADE. THESE GUIDELINES SHOULD AFFORD APPRENTICES THE OPPORTUNITY TO ATTAIN THE VERSATILITY AND SKILL REQUIRED OF MAILERS AND SHOULD ALSO GIVE THEM THE EXPERIENCES AND TECHNICAL INFORMATION NECESSARY TO ASSUME THEIR OCCUPATIONAL RESPONSIBILITIES. (DL)

VT 019 372
NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE ELECTRICAL CONTRACTING INDUSTRY.

NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE FOR THE ELECTRICAL INDUSTRY, WASHINGTON, D.C.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 40P. 1971 REVISION.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *STANDARDS; ELECTRICAL OCCUPATIONS; BUILDING TRADES; CONSTRUCTION INDUSTRY
IDENTIFIERS - ELECTRICAL CONTRACTING INDUSTRY

ABSTRACT - THIS DOCUMENT CONTAINS A STATEMENT OF NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE ELECTRICAL CONTRACTING INDUSTRY. THE OBJECT OF THESE NATIONAL STANDARDS IS TO INSURE A SUFFICIENT SUPPLY OF THOROUGHLY TRAINED ELECTRICIANS TO CARRY ON THE TRADITION OF CRAFTSMANSHIP IN THE RESPECTIVE BRANCHES OF THE ELECTRICAL INDUSTRY. THE BOOKLET ALSO CONTAINS AN ANALYSIS OF THE TRADE, A STATEMENT ON THE SCOPE AND RESPONSIBILITY OF THE TRADE. (DL)

VT 019 381
ELEMENTARY METHODS AND RESOURCE GUIDE.

HARLANDALE INDEPENDENT SCHOOL DISTRICT, SAN ANTONIO, TEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 171P.

DESCRIPTORS - *CAREER EDUCATION; ELEMENTARY GRADES; *RESOURCE GUIDES; *INTEGRATED CURRICULUM; RESOURCE MATERIALS; VISUAL AIDS; *TEACHING METHODS; *LEARNING ACTIVITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ELEMENTARY METHODS AND RESOURCE GUIDE, COMPILED BY A TEXAS SCHOOL DISTRICT, IS DESIGNED TO PROVIDE THE TEACHER WITH SUGGESTIONS FOR CAREER TEACHING-LEARNING ACTIVITIES, BULLETIN BOARD IDEAS AND A BIBLIOGRAPHY OF BOOKS, GAMES, AND VISUAL AIDS. THE BOOKLET IS COMPOSED OF MANY CLASSROOM ACTIVITIES, EACH OF WHICH DESCRIBES AN OBJECTIVE, THE PARTICIPANTS, MATERIALS TO BE USED, AND DIRECTIONS FOR IMPLEMENTING THE OBJECTIVES. MANY VISUAL AIDS AS WELL AS NUMEROUS WORD EXERCISES ARE PROVIDED, INCLUDING CROSS WORD PUZZLE EXERCISES. A VARIETY OF CONCEPTS LABELED "TEACHER'S NOTES" PROVIDE: (1) QUOTATIONS FOR BULLETIN BOARD USE AND TRANSPARENCIES, (2) A LIST OF PLACES TO GET HELP IN TEACHING CAREER AWARENESS, (3) A LIST OF BOOKS AVAILABLE IN CAREER AWARENESS, AND (4) AN EXTENSIVE LIST OF RESOURCE MATERIAL. (DL)

VT 019 388
VOCATIONAL BUILDING TRADES CURRICULUM GUIDE.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR72 62P.

DESCRIPTORS - *CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; *TIME BLOCKS; *OCCUPATIONAL CLUSTERS; *BUILDING TRADES; INSTRUCTIONAL AIDS

ABSTRACT - DEVELOPED BY A GROUP OF BUILDING TRADES INSTRUCTORS, THIS CURRICULUM GUIDE IS INTENDED FOR USE PRIMARILY BY INSTRUCTORS IN DAY TRADES CLASSES AT THE TENTH, ELEVENTH, AND TWELFTH GRADE LEVELS. THE PURPOSE OF THE BUILDING TRADES CLUSTER CURRICULUM IS TO PREPARE THE STUDENTS TO ENTER THE CONSTRUCTION INDUSTRY WITH SUFFICIENT SKILLS IN SEVERAL RELATED TRADES TO BE COMPETENT ASSISTANTS TO SKILLED TRADESMEN. EMPHASIZING LIGHT OR RESIDENTIAL TYPE OF CONSTRUCTION, THE GUIDE MAY BE USED OVER A 2-YEAR PERIOD FOR A TOTAL OF 1080 HOURS OF INSTRUCTION. BASED ON A TIME BLOCK ORGANIZATION, THE GUIDE OFFERS SUGGESTIONS FOR TEACHING UNITS, TYPES OF CLASSROOM ACTIVITIES, AND A CODED LISTING OF INSTRUCTIONAL AIDS. SAMPLE LESSON PLANS, INFORMATION SHEETS, AND JOB SHEETS ARE INCLUDED IN THE APPENDIX. (KH)

VT 019 389
INSTRUCTIONAL GUIDE FOR PRACTICAL NURSING IN VIRGINIA'S PUBLIC SCHOOLS.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF EDUCATION.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR72 267P. THIRD REVISION, 1972.

DESCRIPTORS - *TEACHING GUIDES; BEHAVIORAL OBJECTIVES; PUBLIC SCHOOL SYSTEMS; *COURSE

DESCRIPTIONS; *PRACTICAL NURSING; RESOURCE MATERIALS; BIBLIOGRAPHIES; EMPLOYMENT QUALIFICATIONS; LEARNING ACTIVITIES; *HEALTH OCCUPATIONS EDUCATION; *PUBLIC SCHOOL SYSTEMS; TEACHING TECHNIQUES
IDENTIFIERS - *VIRGINIA

ABSTRACT - THIS REVISED TEACHING GUIDE FOR BASIC AND ADVANCED PRACTICAL NURSING IN VIRGINIA'S PUBLIC SCHOOL SYSTEMS CONTAINS A RATIONALE, EMPLOYMENT QUALIFICATIONS, 12 INSTRUCTIONAL OUTLINES, A BIBLIOGRAPHY, AND RESOURCE LISTS. COVERING A WIDE RANGE OF SUBJECTS FROM COMMUNITY HEALTH TO THE ADMINISTRATION OF MEDICATIONS, EACH COURSE DESCRIPTION INCLUDES TIME ALLOTMENTS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES, PRESENTED IN A 3-COLUMN FORMAT. DEVELOPED BY A CURRICULUM SPECIALIST, SUPERVISORS, NURSING INSTRUCTORS, AND ADMINISTRATORS, THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A NOTEBOOK. (AG)

VT 019 393
ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 302.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSHA-2044
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 2915-0019; $1.50)
PUB DATE - 72 116P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; *HAND TOOLS; *SLIDES; *VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON PERSONAL PROTECTIVE EQUIPMENT, MANUAL AND POWERED HAND TOOLS, LADDERS, SCAFFOLDS, RIGGING, SLINGS, AND CHAINS. A SUMMARY AND A BIBLIOGRAPHY COMPLETE THE COURSE. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 394-VT 019 397. (KH)

VT 019 394
ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 303.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSHA-2044
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 2915-0020; $1.50)
PUB DATE - 72 116P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; *SLIDES; *WELDING; BUILDING TRADES; *VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON SUCH SUBJECTS AS POWER EQUIPMENT, CRANES, HOISTS, WELDING, AND FLAMMABLE LIQUIDS. A SUMMARY AND A BIBLIOGRAPHY COMPLETE THE COURSE. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 393-VT 019 397. (KH)

VT 019 395
ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 304.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSHA-2044
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 2915-0021; $1.50)
PUB DATE - 72 112P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *SAFETY; *SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; *SLIDES; *CEMENT INDUSTRY; TRAFFIC CONTROL; *VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON BLASTING, EXCAVATION PROCEDURES, TRAFFIC CONTROL, AND CONCRETE CONSTRUCTION. A SUMMARY OF THE COURSE AND A BIBLIOGRAPHY ARE PROVIDED. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 393-VT 019 397. (KH)

VT 019 396
ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 305.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSHA-2044
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 2915-0022; $1.50)
PUB DATE - ND 121P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; *SLIDES; *STEEL INDUSTRY; BUILDING TRADES; *VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY

PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON SUCH SUBJECTS AS MARINE OPERATIONS, STEEL TOWER AND BRIDGE ERECTION, TUNNELING, AND DEMOLITION. A SUMMARY OF THE COURSE AND A BIBLIOGRAPHY ARE PROVIDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 019 393-VT 019 397. (KH)

VT 019 397
ENVIRONMENTAL HEALTH AND SAFETY IN THE CONSTRUCTION INDUSTRIES: COURSE 301.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSHA-2044
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 2915-0018; $1.50)
PUB DATE - 72 135P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *SAFETY; SAFETY EDUCATION; INSERVICE COURSES; COURSE CONTENT; *SLIDES; HEIGHT; *FIRE PROTECTION; ELECTRICITY; *VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IN SAFETY IN THE CONSTRUCTION INDUSTRIES HAS BEEN DEVELOPED BY A FEDERAL AGENCY FOR USE AS A 30-HOUR PRESENTATION, ASSUMING AVERAGE DISCUSSION PERIODS IN ADDITION TO THE INSTRUCTOR PRESENTATION. THE COURSE IS DESIGNED AROUND A SERIES OF SLIDES DEPICTING VARIOUS SAFETY PROBLEMS AND PRECAUTIONS IN THE BUILDING INDUSTRY. INCLUDED ARE UNITS ON SUCH SUBJECTS AS PLANNING LAYOUT, HEIGHTS, HOLES, WORK SPACE CONTROL, FIRE PREVENTION, AND ELECTRICAL HAZARDS. A SUMMARY OF THE COURSE AND A BIBLIOGRAPHY ARE PROVIDED. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 019 393-VT 019 396. (KH)

VT 019 406
CLEMENTS, IRENE;COFFEY, JUDY
HOME ECONOMICS I: BASIC CORE, NINTH GRADE.

OKLAHOMA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
STATE DEPT. OF VOC. & TECH. ED., THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 WEST SIXTH AVENUE., STILLWATER, OKLAHOMA 74074
PUB DATE - 72 648P.

DESCRIPTORS - HUMANITIES; GRADE 9; *STATE CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; VISUAL AIDS; TEACHING PROCEDURES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; CAREER EDUCATION; VOCATIONAL DEVELOPMENT; *CORE CURRICULUM; LEARNING ACTIVITIES; *WORKSHEETS; ANSWER KEYS; STUDENT TESTING
IDENTIFIERS - *OKLAHOMA; BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY TWO STATE VOCATIONAL CURRICULUM SPECIALISTS WITH THE AID OF A COMMITTEE OF TEACHERS AND TEACHER EDUCATORS, THIS CORE CURRICULUM FOR ALL GRADE 9 HOME ECONOMICS STUDENTS PRESENTS BASIC SKILLS AND KNOWLEDGE COVERED IN 60 PERCENT OF THE CLASS TIME. INTENDED FOR HOMEMAKING AND FAMILY LIFE EDUCATION, OCCUPATIONAL HOME ECONOMICS, AND PREPROFESSIONAL EDUCATION, THIS COLOR-KEYED STATE CURRICULUM GUIDE FOCUSES ON THESE EIGHT TOPICS: (1) CAREER EXPLORATION, (2) CHILD DEVELOPMENT, (3) CLOTHING AND TEXTILES, (4) CONSUMER EDUCATION, (5) FOOD AND NUTRITION, (6) HEALTH, (7) HOUSING AND HOME FURNISHINGS, AND (8) PERSONAL AND FAMILY RELATIONS. A WIDE RANGE OF SUBTOPICAL INSTRUCTIONAL UNITS INCLUDE GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, LEARNING ACTIVITIES, INFORMATION SHEETS, AND ASSIGNMENT SHEETS. JOB SHEETS, TIME ALLOTMENTS, UNIT OUTLINES, VISUAL AIDS, TESTS, AND ANSWER KEYS ARE PROVIDED. A RATIONALE AND DETAILED INSTRUCTIONS FOR THE TEACHER ARE PRESENTED. (AG)

VT 019 489
ELZERMAN, A.W.
A DEFINITIVE STUDY OF YOUR FUTURE IN SALESMANSHIP AND SALES MANAGEMENT. CAREERS IN DEPTH SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
RICHARDS ROSEN PRESS, INC., 29 EAST 21ST STREET, NEW YORK CITY, NY 10010
PUB DATE - 73 111P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SALESMANSHIP; *MANAGEMENT; *RESOURCE MATERIALS; *SALES OCCUPATIONS; CAREER PLANNING; OCCUPATIONAL GUIDANCE
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK GIVES INFORMATION AND GUIDANCE TO THOSE INTERESTED IN SALES OCCUPATIONS. CONTENTS OF THE TEXT ARE PRESENTED IN TWELVE CHAPTERS: (1) THE ERA OF THE SALESMAN, (2) WHAT ARE THE QUALIFICATIONS, (3) WHAT IS IT WORTH TO BE A SALESMAN, (4) WHERE DOES A SALESMAN GO FROM THERE, (5) WHAT DOES IT TAKE TO SUCCEED, (6) WORKING UP THE SALES LADDER, (7) WOMEN IN SALES, (8) IS SELLING FOR YOU, (9) GETTING READY FOR SALES: A CHECKLIST, (10) GROW BY LEARNING, (11) WELCOME TO THE CLUB, AND (12) WHAT A SALESMAN BELIEVES IN. (DL)

VT 019 491
BASIC ELECTRONICS VOLUME 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10087-C
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON D.C. 20402 (S/N 0847-0142, $2.50)
PUB DATE - 71 327P.

DESCRIPTORS - *STUDY GUIDES; *RESOURCE MATERIALS; *ELECTRONICS; EMPLOYMENT QUALIFICATIONS; TASK ANALYSIS; ON THE JOB TRAINING; *MANUALS; *VOCATIONAL EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS MANUAL WAS WRITTEN FOR MEN OF THE U.S. NAVY AND NAVAL RESERVE WHOSE DUTIES REQUIRE THEM TO HAVE A KNOWLEDGE OF THE FUNDAMENTALS OF ELECTRONICS. THIS VOLUME TREATS DUAL TRACE OSCILLOSCOPES, THE OPERATION AND APPLICATION OF PULSE FORMING AND PULSE SHAPING CIRCUITS, MICROWAVE DEVICES

SUCH AS KLYSTRONS, MAGNETRONS, PHANTASTRONS, RESONANT CAVITIES, WAVEGUIDES, AND DUPLEXERS. A DETAILED COVERAGE OF MICROWAVE RECEIVING, TRANSMITTING, AND INDICATING SYSTEMS IS ALSO PRESENTED. (AUTHORS/DL)

VT 019 525 ED 075 576
MOORE, ALLEN B.
SUPPLEMENT TO ABSTRACTS OF INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
NATIONAL INST. OF EDUCATION, WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
BIB-SER-16
PUB DATE - 73 75P.

DESCRIPTORS - *ABSTRACTS; *CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; *BIBLIOGRAPHIES; *RESOURCE MATERIALS; INDEXES (LOCATERS)
IDENTIFIERS - ERIC; EDUCATIONAL RESOURCES INFORMATION CENTER; AIM; ABSTRACTS OF INSTRUCTIONAL MATERIALS; COMPREHENSIVE CAREER EDUCATION MODEL

ABSTRACT - AS A SUPPLEMENT TO A BIBLIOGRAPHY OF CAREER EDUCATION INSTRUCTIONAL MATERIALS (AVAILABLE AS ED 068 627 OR VT 016 524, AIM VOL.6, NO.2), THIS PUBLICATION INCLUDES ABSTRACTS AND INDEXES OF ADDITIONAL INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION THAT WERE ACQUIRED BY PALO ALTO EDUCATIONAL SYSTEMS IN A NATIONAL SEARCH UNDER A SUBCONTRACT WITHED FOR EASY ACCESS TO THE ABSTRACTS, AND INSTRUCTIONS FOR ORDERING THE MATERIALS ARE PROVIDED. (DE/AG) THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. THE SEARCH WAS FOR MATERIALS THAT MIGHT BE USED IN THE SCHOOL-BASED COMPREHENSIVE CAREER EDUCATION MODEL UNDER DEVELOPMENT BY THE CENTER. THESE MATERIALS, ALSO AVAILABLE TO THE PROFESSION, HAVE BEEN INCLUDED IN EARLIER EDITIONS OF ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TEAL AND TECHNICAL EDUCATION (ARM), AND RESEARCH IN EDUCATION (RIE). CURRICULUM UNITS, TEACHER GUIDES, HANDBOOKS, AND OTHER CAREER-RELATED INSTRUCTIONAL MATERIALS ARE INCLUDED. A GRADE LEVEL INDEX IS INCLUD

VT 019 526
CHAPMAN, ELWOOD N.
YOUR ATTITUDE IS SHOWING: A PRIMER ON HUMAN RELATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
SCIENCE RESEARCH ASSOCIATES, CHICAGO, ILLINOIS 60611 ($3.95)
PUB DATE - 72 215P.

DESCRIPTORS - *HUMAN RELATIONS; *VOCATIONAL ADJUSTMENT; OCCUPATIONAL GUIDANCE; *CASE STUDIES; EMPLOYMENT PROBLEMS; VISUAL AIDS; *WORK ATTITUDES; ANSWER KEYS; PRODUCTIVITY; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING

ABSTRACT - THIS REVISED EDITION OF A BASIC PRIMER IN HUMAN RELATIONS FOR JOB SITUATIONS WILL PROVE USEFUL BOTH AS A TRAINING TOOL AND AS A REFERENCE. IN ORDER TO PROMOTE POSITIVE ATTITUDES, ESPECIALLY FOR STUDENTS STARTING OUT IN THE WORLD OF WORK, VARIOUS TOPICS ARE DISCUSSED, ILLUSTRATED BY MEANS OF 20 CASE PROBLEMS. OFFERING SUGGESTED ANSWERS FOR THESE EMPLOYMENT PROBLEMS, THIS TEXT PROVIDES VALUABLE SUGGESTIONS IN SUCH AREAS AS IMPROVING PRODUCTIVITY, INTERPERSONAL RELATIONSHIPS, HOW TO SUCCEED ON THE JOB, AND COMMON MISTAKES TO AVIOD. CARTOONS ARE INCLUDED WITH EACH CHAPTER. THIS DOCUMENT IS RELATED TO AN ASSIGNMENT MANUAL AND ANSWER BOOK AVAILABLE AS VT 019 527, IN THIS ISSUE. (AG)

VT 019 527
ROBERTSON, JACK E.
YOUR ATTITUDE IS SHOWING, ASSIGNMENT MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $1.00; ANSWER BOOK $1.50)
PUB DATE - 72 58P. SECOND EDITION, REVISED, 1972

DESCRIPTORS - HUMAN RELATIONS; VOCATIONAL ADJUSTMENT; INSTRUCTIONAL MATERIALS; *ASSIGNMENTS; *MANUALS; WORK ATTITUDES; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING; EMPLOYMENT PROBLEMS; *ATTITUDES; BEHAVIOR DEVELOPMENT; *WORKBOOKS

ABSTRACT - A COMPLEMENT TO THE TEXT, "YOUR ATTITUDE IS SHOWING," THIS ASSIGNMENT MANUAL IS AN ATTEMPT TO INDIVIDUALIZE INSTRUCTION IN HUMAN RELATIONS AND ATTITUDE DEVELOPMENT. COMPOSED OF STUDY QUESTIONS AND AN ANSWER BOOK, THE MANUAL CONTAINS NUMBERED ASSIGNMENTS TITLED TO CORRESPOND WITH TOPICS AND PROJECTS IN THE TEXT WHICH ALLOW THE STUDENT THE EXERCISE OF SELF EXPRESSION AND CREATIVITY. THE RELATED DOCUMENT IS AVAILABLE AS VT 019 526, IN THIS ISSUE. (SN)

VT 019 540 ED 074 255
WOODALL, THOMAS E.; OLSON, LEVENE A.
EDUCATION FOR REALITY: IN-SERVICE DESIGN FOR TEACHER ORIENTATION IN CAREER EDUCATION.

MARSHALL UNIV., HUNTINGTON, W. VA. DEPT. OF VOCATIONAL-TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 72 59P.

DESCRIPTORS - *INSERVICE TEACHER EDUCATION; *CAREER EDUCATION; COUNTY PROGRAMS; DEVELOPMENTAL PROGRAMS; *TEACHER WORKSHOPS; SEQUENTIAL APPROACH; HUMANITIES; ELEMENTARY GRADES; SECONDARY GRADES; DEPRESSED AREAS (GEOGRAPHIC); RURAL AREAS; *LABORATORY TRAINING; VOCATIONAL DEVELOPMENT; *TEAM TRAINING; TEACHING METHODS; GOAL ORIENTATION
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS FEDERALLY-FUNDED DEVELOPMENTAL COMPREHENSIVE CAREER EDUCATION PROGRAM FOR THE ELEMENTARY AND SECONDARY GRADES IN A WEST VIRGINIA COUNTY IS INTENDED TO PROVIDE A MODEL FOR CAREER EDUCATION IN RURAL ECONOMICALLY DEPRESSED AREAS. DEVELOPED BY 34 TEACHERS AND PRINCIPALS, A GUIDANCE COORDINATOR, AND AN ADMINISTRATOR AT A 1-WEEK WORKSHOP, THE PROGRAM DESIGN INCLUDES: (1) CAREER AWARENESS ACTIVITIES FOR THE ELEMENTARY GRADES, (2) CAREER ORIENTATION IN GRADES 7 AND 8, (3) CAREER EXPLORATION IN GRADES 9 AND 10, (4) OCCUPATIONAL GUIDANCE, COUNSELING, AND JOB PLACEMENT, AND (5) SKILL DEVELOPMENT ACTIVITIES FOR NON-VOCATIONAL STUDENTS. A SEQUENTIAL APPROACH FOR IMPLEMENTING THIS INTEGRATED EXEMPLARY PROJECT WAS UTILIZED IN SEVEN PILOT SCHOOLS. IN ORDER TO DEVELOP PROBLEM-SOLVING ABILITIES AND ALLOW EDUCATORS TO FUNCTION AS CHANGE AGENTS, THE WORKSHOP USED A MODIFIED LABORATORY TRAINING APPROACH THAT FOCUSED ON THE INTERACTION PROCESS AND TASK ELEMENTS OF PROGRAM DEVELOPMENT. SMALL GROUP DISCUSSIONS, RESOURCE SPEAKERS AND CONSULTANTS, TEAM-BUILDING, ROLE PLAYING, UNIT DEVELOPMENT, AND CONTINUOUS FEEDBACK WERE TECHNIQUES USED TO IMPROVE THE HUMAN RELATIONS ASPECT OF PROGRAM DEVELOPMENT. DAILY WORKSHOP ACTIVITIES ARE DETAILED, AND RESOURCE MATERIALS ARE APPENDED. (AG)

VT 019 542
STREATER, BILLY F.
SUPERVISED STUDY GUIDE FOR MACHINIST (600.280), ASSIGNMENT TESTS AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.; TEXAS EDUCATION AGENCY, AUSTIN.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (STUDY GUIDE AND ASSIGNMENT TESTS $8.50; ANSWER BOOK $4.00)
PUB DATE - JAN72 261P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *SUPERVISION; TECHNICAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; OBJECTIVE TESTS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; *MACHINISTS; SECONDARY GRADES; COOPERATIVE EDUCATION; STUDENT RECORDS; *TEXTBOOK ASSIGNMENTS; BIBLIOGRAPHIES
IDENTIFIERS - *TEXAS

ABSTRACT - THIS STUDY GUIDE FOR THE OCCUPATION OF MACHINIST IS INTENDED FOR USE IN PRESENTING RELATED TECHNICAL INSTRUCTION TO TRADE AND INDUSTRIAL EDUCATION STUDENTS ON A SUPERVISED BASIS. SEPARATE EXTENSIVE ASSIGNMENT TESTS AND ANSWER BOOKS ARE PROVIDED FOR THIS DOCUMENT, WHICH IS 3-HOLE PUNCHED FOR INSERTION INTO A NOTEBOOK. FOR EACH SUBJECT AREA, BEHAVIORAL OBJECTIVES, RESOURCE LISTS, AND STUDENT EXERCISES ARE INCLUDED. STUDENT RECORD SHEETS AND A BIBLIOGRAPHY ARE PROVIDED FOR THE USE OF THE SUBJECT-MATTER TEACHER OR THE INSTRUCTOR-COORDINATOR IN A PLANNED 2-YEAR COOPERATIVE WORK EXPERIENCE PROGRAM. (AG)

VT 019 543
GRIMES, L.A., JR.
TOOLS FOR WOODWORKING TRADES, AND INDUSTRIAL EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.; TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($9.00)
PUB DATE - 72 220P.

DESCRIPTORS - *MANUALS; TRADE AND INDUSTRIAL EDUCATION; *WOODWORKING; HAND TOOLS; MACHINE TOOLS; *INSTRUCTIONAL MATERIALS; *INDUSTRIAL EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS MANUAL CONTAINS THREE SECTIONS, ONE ON HAND TOOLS, ONE ON PROTABLE TOOLS, AND ONE ON STATIONARY POWER TOOLS. EACH TOOL IS DESCRIBED AND ITS RELATION TO OTHER TOOLS, THE PROCEDURES USED FOR VARIOUS OPERATIONS, THE NECESSARY ADJUSTMENTS, AND THE PROPER SHARPENING PROCEDURES ARE DISCUSSED. TO GIVE THE WOODWORKER A TRUE PICTURE OF OPERATIONS OR PARTS INVOLVED, STEP-BY-STEP ILLUSTRATIONS ARE USED THROUGHOUT THE MANUAL, AND SAFETY RULES AND PRECAUTIONS ARE LISTED THROUGHOUT THE MANUAL TO ENCOURAGE THE WOODWORKER TO DEVELOP A HABIT OF PRACTICING SAFETY FROM THE BEGINNING. THIS MANUAL IS DESIGNED SO THAT IT MAY BE USED IN ALL TYPES OF TRADE AND INDUSTRIAL CLASSES--DAY-TRADE PREPARATORY, TRADE EXTENSION, AND INDUSTRIAL COOPERATIVE--AS WELL AS IN TRADES OR OCCUPATIONS INVOLVING BASIC WOODWORKING TOOLS AND OPERATIONS. (AUTHORS/DL)

VT 019 629
THE WHEEL OF OPPORTUNITIES: AMERICAN STUDIES, VOCATIONAL CURRICULUM UNITS. A HANDBOOK FOR TEACHERS.

PRESTON COUNTY BOARD OF EDUCATION, KINGWOOD, W. VA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 265P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *CAREER EDUCATION; SECONDARY GRADES; VOCATIONAL FOLLOWUP; *COURSE CONTENT; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HOME ECONOMICS; NURSES AIDES; FOOD SERVICE; CONSTRUCTION INDUSTRY; GRAPHIC ARTS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS DESIGNED TO ASSIST NINTH GRADE TEACHERS WHO WISH TO PROVIDE INFORMATION ABOUT VARIOUS VOCATIONAL AND TECHNICAL OCCUPATIONS, TO EDUCATE AND PREPARE THE STUDENT FOR DECISION-MAKING, AND TO ACQUAINT TEACHERS WITH THE VOCATIONAL EDUCATION CURRICULUM IN A WEST VIRGINIA SCHOOL SYSTEM. THE FOLLOWING NINE TEACHING UNITS COMPRISE THE SUBSTANCE OF THE HANDBOOK: (1) PRODUCTION AGRICULTURE AND AGRICULTURAL MECHANICS, (2) BUILDING CONSTRUCTION AND BUILDING MAINTENANCE, (3) BUSINESS AND OFFICE EDUCATION, (4) DISTRIBUTIVE EDUCATION, (5) FOOD SERVICES, (6) GRAPHIC ARTS, (7) HOME ECONOMICS, (8) NURSE'S ASSISTANT, AND (9) POWER MECHANICS. EACH UNIT CONTAINS A STATEMENT OF EDUCATIONAL AND INSTRUCTIONAL OBJECTIVES, PROVIDES A LIST OF INSTRUCTIONAL MATERIALS AND CORRESPONDING LEARNING ACTIVITIES, AND PRESENTS CONTENT MATERIAL APROPOS TO EACH UNIT. (DL)

VT 019 680
WAINMAN, MIRIAM
REVISED ELEMENTARY GUIDE FOR CAREER DEVELOPMENT--GRADE THREE.

MOBERLY SCHOOL DISTRICT, MO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON

CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 84P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; INTEGRATED CURRICULUM; EDUCATIONAL OBJECTIVES; *GRADE 3; SELF CONCEPT; OCCUPATIONAL CLUSTERS; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EVALUATION
IDENTIFIERS - CAREER AWARENESS; *MOBERLY SCHOOL DISTRICT

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED AS AN AID IN PROVIDING CAREER DEVELOPMENT ACTIVITIES FOR GRADE 3. THE GUIDE CONTAINS A LIST OF GENERAL OBJECTIVES FOR CAREER DEVELOPMENT AND A LIST OF SPECIFIC OBJECTIVES FOR THE 15 SEPARATE UNITS TAUGHT TO THIRD GRADERS. EACH UNIT CONTAINS A LIST OF DEVELOPMENTAL OBJECTIVES, A NUMBER OF LEARNING ACTIVITIES, AND MATERIALS AND RESOURCES TO IMPLEMENT EACH ACTIVITY. EACH UNIT ALSO RELATES THE LEARNING ACTIVITIES TO SPECIFIC DOMAINS OF THE CURRICULUM, SUCH AS SUBJECT MATTER AREAS, TEXTBOOKS, AND SPECIFIC LESSONS. AT THE END OF EACH UNIT ARE A NUMBER OF SUGGESTIONS TO TEACHERS FOR THE EVALUATION OF STUDENTS. (DL)

VT 019 681
SOULE, EDNA
REVISED ELEMENTARY GUIDE FOR CURRICULUM DEVELOPMENT--GRADE FIVE.

MOBERLY SCHOOL DISTRICT, MO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 94P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; *INTEGRATED CURRICULUM; EDUCATIONAL OBJECTIVES; GRADE 5; SELF CONCEPT; OCCUPATIONAL CLUSTERS; *LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EVALUATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED AS AN AID IN PROVIDING CAREER DEVELOPMENT ACTIVITIES FOR FIFTH GRADERS. THE GUIDE CONTAINS A LIST OF GENERAL OBJECTIVES FOR THE 15 SEPARATE UNITS. EACH UNIT CONTAINS A LIST OF DEVELOPMENTAL OBJECTIVES, A NUMBER OF LEARNING ACTIVITIES, AND MATERIALS AND RESOURCES TO IMPLEMENT EACH ACTIVITY. EACH UNIT ALSO RELATES THE LEARNING ACTIVITIES TO SPECIFIC DOMAINS OF THE CURRICULUM, SUCH AS SUBJECT MATTER AREAS, TEXTBOOKS, AND SPECIFIC LESSONS. AT THE END OF EACH UNIT ARE A NUMBER OF SUGGESTIONS TO TEACHERS FOR THE EVALUATION OF STUDENTS. (DL)

VT 019 682
GENTRY, LOIS
REVISED ELEMENTARY GUIDE FOR CAREER DEVELOPMENT--GRADE ONE.

MOBERLY SCHOOL DISTRICT, MO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY.
MF AVAILABLE IN VT-ERIC SET.
THOMAS J. NELSON, DIRECTOR OF GUIDANCE, MOBERLY PUBLIC SCHOOLS, 101 NORTH JOHNSON, MOBERLY, MO 65270
PUB DATE - 72 118P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; *INTEGRATED CURRICULUM; EDUCATIONAL OBJECTIVES; *GRADE 2; SELF CONCEPT; OCCUPATIONAL CLUSTERS; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EVALUATION
IDENTIFIERS - CAREER AWARENESS; *MOBERLY SCHOOL DISTRICT

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED AS AN AID IN PROVIDING CAREER DEVELOPMENT ACTIVITIES FOR FIRST GRADE STUDENTS. THE GUIDE CONTAINS A LIST OF GENERAL OBJECTIVES FOR CAREER DEVELOPMENT AND A LIST OF SPECIFIC OBJECTIVES FOR THE 15 SEPARATE UNITS TAUGHT TO FIRST GRADERS. EACH UNIT CONTAINS A LIST OF DEVELOPMENTAL OBJECTIVES, A NUMBER OF LEARNING ACTIVITIES, AND MATERIALS AND RESOURCES TO IMPLEMENT EACH ACTIVITY. EACH UNIT ALSO RELATES THE LEARNING ACTIVITIES TO SPECIFIC DOMAINS OF THE CURRICULUM, SUCH AS SUBJECT MATTER AREAS, TEXTBOOKS, AND SPECIFIC LESSONS. AT THE END OF EACH UNIT ARE A NUMBER OF SUGGESTIONS TO TEACHERS FOR THE EVALUATION OF STUDENTS. (DL)

VT 019 683
WILLIAMS, GRACE
A CURRICULUM GUIDE FOR CAREER ORIENTATION AND EXPLORATION IN THE JUNIOR HIGH SCHOOL.

MEMPHIS CITY SCHOOL SYSTEM, TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - 72 71P.

DESCRIPTORS - *CURRICULUM GUIDES; *CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL CLUSTERS; *INTEGRATED CURRICULUM; SELF CONCEPT; EDUCATIONAL OBJECTIVES; COURSE CONTENT; LEARNING ACTIVITIES; RESOURCE MATERIALS; EVALUATION; AUDIOVISUAL AIDS; *MANUALS
IDENTIFIERS - CAREER AWARENESS; *MEMPHIS CITY SCHOOL SYSTEM

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED FOR USE IN THE JUNIOR HIGH SCHOOL PHASE OF A CAREER EDUCATON PROGRAM IN THE MEMPHIS CITY SCHOOLS. FOLLOWING A STATEMENT OF GENERAL OBJECTIVES AND METHODS OF INSTRUCTION, FOUR UNITS OF STUDY ARE PRESENTED: 1) ORIENTATION TO THE WORLD OF WORK, 2) UNDERSTANDING SELF AND OTHERS, 3) INTEGRATING CAREER EDUCATION IN TO SUBJECT MATTER, AND 4) CAREER CLUSTER APPROACH TO CAREER EDUCATION. EACH UNIT CONTAINS A STATEMENT OF GOALS, A LIST OF OBJECTIVES, A TOPICAL OUTLINE, AND SUGGESTIONS FOR LEARNING ACTIVITIES, RESOURCE MATERIALS, AND EVALUATION. AN APPENDIX CONTAINS CASE STUDIES, AN OPINION POLL, A PERSONAL INVENTORY FORM, SAMPLES OF A PERSONAL RESUME AND APPLICATION FORM, AND BULLETIN BOARD IDEAS. (DL)

VT 019 691
THE FRANKLIN PLAN FOR CAREER EXPLORATION AND TRAINING.

FRANKLIN HIGH SCHOOL, LIVONIA, MICH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 02DEC71 65P.

DESCRIPTORS - *PROGRAM GUIDES; *EDUCATIONAL OBJECTIVES; *PROGRAM DESCRIPTIONS; ADMISSION CRITERIA; *EDUCATIONAL PLANNING; *CAREER OPPORTUNITIES; EDUCATIONAL PROGRAMS; EVAUATION CRITERIA; SECONDARY GRADES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET DESCRIBES A CAREER EXPLORATION AND TRAINING PROGRAM WHOSE PRIMARY FUNCTION IS TO UTILIZE THE RESOURCES OF THE COMMUNITY TO HELP STUDENTS DETERMINE CAREER GOALS AND ACQUIRE THE APPROPRIATE TRAINING AND EMPLOYMENT TO ACHIEVE THESE GOALS. CONTENTS OF THE PROGRAM GUIDE ARE ORGANIZED IN THE FOLLOWING WAY: (1) GOALS AND OBJECTIVES, (2) DESCRIPTION OF THE PROGRAM, (3) SELECTION OF STUDENTS, (4) SCHOOL COORDINATORS, (5) CREDIT, SCHOOL RECORDS, AND ACCOUNTABILITY, AND (6) EVALUATION DESIGN. AN APPENDIX CONTAINS A STUDENT APPLICATION FORM, A CAREER EXPLORATION DESCRIPTION SHEET, AND A TRAINING PROGRAM CHART. (AUTHOR/DL)

VT 019 702
SAMPLES OF CAREER EDUCATION CURRICULUM MATERIALS. PIKEVILLE EXEMPLARY EDUCATION PROJECT.

PIKEVILLE INDEPENDENT SCHOOL DISTRICT, KY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 390P.

DESCRIPTORS - ELEMENTARY GRADES; SECONDARY GRADES; HUMANITIES; *CAREER EDUCATION; CONCEPT FORMATION; RESOURCE MATERIALS; BIBLIOGRAPHIES; TEACHING PROCEDURES; LEARNING ACTIVITIES; *INSTRUCTIONAL MATERIALS; *LESSON PLANS; VOCATIONAL DEVELOPMENT; EVALUATION TECHNIQUES; *DEVELOPMENTAL PROGRAMS; BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THESE EXTENSIVE COLOR-KEYED INSTRUCTIONAL MATERIALS CONTAIN TENTATIVE SAMPLE UNITS WITH LESSON PLANS FOR CAREER EDUCATION IN THE ELEMENTARY AND SECONDARY GRADES. DEVELOPED AS PART OF AN EXEMPLARY PROJECT BY ELEMENTARY AND SECONDARY TEACHERS, EACH LESSON PLAN INCLUDES THE APPROPRIATE GRADE LEVEL, TERM DEFINITIONS, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND LEARNING ACTIVITIES. ALSO GIVEN ARE RESOURCE LISTS, EVALUATION PROCEDURES, BIBLIOGRAPHIES, AND RELATED SUBJECT AREAS. VARIOUS RESOURCE MATERIALS, SUCH AS INFORMATION SHEETS AND VISUAL AIDS, ARE PROVIDED. CONCEPTUAL OUTLINES, CORRELATED WITH STUDENT PROJECTS AND TEACHING SUGGESTIONS, ARE PRESENTED FOR THE INTERMEDIATE GRADES IN A 4-COLUMN FORMAT. (AG)

VT 019 704 ED 074 265
MEAD, ROSEMARY, AND OTHERS
GUIDELINES FOR CAREER AWARENESS.

OWENSBORO EXTENSION CENTER, KY.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - 72 161P.

DESCRIPTORS - *GUIDELINES; *CAREER EDUCATION; ELEMENTARY GRADES; HUMANITIES; *REGIONAL PROGRAMS; *REGIONAL PLANNING; VOCATIONAL DEVELOPMENT; LEARNING ACTIVITIES; LESSON PLANS; BEHAVIORAL OBJECTIVES; SPEECHES; *CURRICULUM DEVELOPMENT; OCCUPATIONAL CLUSTERS; RESOURCE MATERIALS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THESE EXTENSIVE GUIDELINES FOR INTEGRATED CAREER EDUCATION PROGRAMS AT THE ELEMENTARY LEVEL WERE DEVELOPED BY A REGIONAL COORDINATOR, AN ELEMENTARY TEACHER, AND AN INTERMEDIATE TEACHER AT A 2-WEEK REGIONAL WORKSHOP IN WESTERN KENTUCKY. THE TEN CHAPTERS INCLUDE: (1) A RATIONALE FOR DEVELOPING CAREER AWARENESS, (2) SELF-EVALUATION GUIDELINES FOR THE COORDINATOR AND THE TEACHER, (3) SUGGESTIONS FOR UNIT DEVELOPMENT, (4) SAMPLE LESSON PLANS, (5) SUGGESTED LEARNING ACTIVITIES, (6) BEHAVIORAL OBJECTIVES, (7) CONCEPTS, (8) RESOURCE LISTS, (9) AN OVERVIEW OF SELECTED CAREER EDUCATION PROGRAMS, AND (10) EXCERPTS FROM CURRENT SPEECHES ABOUT CAREER EDUCATION. CARTOONS ILLUSTRATE THE TEXT, WHICH INCLUDES OCCUPATIONAL INFORMATION FOR VARIOUS OCCUPATIO

VT 019 705 ED 074 266
CAREER EDUCATION GUIDE--K-14.

LAKESHORE TECHNICAL INST., SHEBOYGAN, WIS. CAREER EDUCATION CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$23.03.
OEG-0-71-1027(361)
PUB DATE - 72 698P. PREPARED AT LAKESHORE TECHNICAL INSTITUTE-SHEBOYGAN PUBLIC SCHOOLS' 1972 CAREER EDUCATION SUMMER WORKSHOP.

DESCRIPTORS - *CAREER EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; POST SECONDARY EDUCATION; RESOURCE MATERIALS; *VOCATIONAL DEVELOPMENT; *MODELS; *TEACHING GUIDES; INTEGRATED CURRICULUM; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; CONCEPT FORMATION; GOAL ORIENTATION; EVALUATION TECHNIQUES; HUMANITIES; *ARTICULATION (PROGRAM)
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS EXPANDED CAREER EDUCATION TEACHING GUIDE FOR KINDERGARTEN THROUGH GRADE 14 PRESENTS A CAREER DEVELOPMENT MODEL, RATIONALES FOR VARIOUS GRADE LEVELS, AND GENERAL GOALS AND CONCEPTS FOR AN INTEGRATED CURRICULUM. DEVELOPED AT A FEDERALLY FUNDED SUMMER WORKSHOP BY 11 COUNSELORS, 76 TEACHERS, RESOURCE CONSULTANTS, AND LEADERS IN BUSINESS AND INDUSTRY, THIS DETAILED PROGRAM GUIDE CONSTITUTES PART OF AN ARTICULATION PROJECT DEVELOPED BY ADMINISTRATORS, A VOCATIONAL COORDINATOR, AND VOCATIONAL INSTRUCTORS. FOR EACH CONCEPT IN THE THREE BASIC DEVELOPMENTAL DECISION-MAKING COMPONENTS--SELF, WORK WORLD, AND CAREER PLANNING AND PREPARATION--GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, APPROPRIATE SUBJECT AREAS, AND RESOURCE LISTS ARE CORRELATED WITH LEARNING ACTIVITIES AND EVALUATION TECHNIQUES IN A 3-COLUMN FORMNAL CLUSTERS. (AG)AT. COVERING A WIDE VARIETY OF TOPICS, RANGING FROM LANGUAGE ARTS TO MARKETING, THE GUIDE PROVIDES ROLE DEFINITIONS OF THE COUNSELOR AND THE

VOCATIONAL COORDINATOR. THIS DOCUMENT IS RELATED TO AN EARLIER TEACHING GUIDE, AVAILABLE AS ED 061 429 (VT 014 817, AIM VOL.5, NO.4). (AG)

VT 019 756
ALLIED MEDICAL EDUCATION DIRECTORY--1972.

AMERICAN MEDICAL ASSOCIATION, CHICAGO, ILL., COUNCIL ON MEDICAL EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
AMERICAN MEDICAL ASSOCIATION, 535 NORTH DEARBORN STREET, CHICAGO, ILLINOIS 60610 (U.S., POSS., CANADA & MEXICO: $2.00, MEDICAL STUDENTS, HOSPITAL RESIDENTS AND INTERNS IN U.S., POSS., CANADA AND MEXICO $1.00)
PUB DATE - 72 342P.

DESCRIPTORS - MEDICAL EDUCATION; *DIRECTORIES; *CAREER EDUCATION; *REFERENCE BOOKS; *EDUCATIONAL PROGRAMS; OCCUPATIONAL INFORMATION; NATIONAL ORGANIZATIONS

ABSTRACT - THIS DIRECTORY IS DESIGNED TO SERVE AS A REFERENCE BOOK FOR PHYSICIANS, EDUCATORS, STUDENTS, AND EMPLOYERS. THE ANNUAL REPORT ON EDUCATIONAL ACTIVITIES IN AREAS ALLIED WITH MEDICINE CONSTITUTES SECTION I OF THIS BOOKLET, WHILE SECTION II CONTAINS A DESCRIPTION OF THE MAJOR ACTIVITIES OF NINE TASK FORCES. THE PROCESS FOR APPROVAL OF ALLIED MEDICAL EDUCATIONAL PROGRAMS IS DESCRIBED AND CHARTED IN SECTION III. SECTION IV AND V CONTAIN CONSOLIDATED LISTINGS OF APPROVED PROGRAMS IN ALLIED MEDICAL EDUCATION. SECTION VI CONTAINS A DESCRIPTION OF EACH OF THE 18 ALLIED MEDICAL OCCUPATIONS FOR WHICH THE COUNCIL ON MEDICAL EDUCATION APPROVES EDUCATIONAL PROGRAMS. THE LAST CHAPTER CONTAINS A LISTING OF SELECTED NATIONAL ORGANIZATIONS WHICH ARE CONCERNED WITH ALLIED MEDICINE, AS WELL AS INFORMATION ON STATE ORGANIZATIONS AND AGENCIES SPECIFICALLY CONCERNED WITH ALLIED MEDICAL EDUCATION. (AUTHORS/DL)

VT 019 772 ED 074 289
NEAL, WILLIAM L.
A GUIDE FOR IMPLEMENTATION OF A CAREER EDUCATION PROGRAM: ELEMENTARY GRADES. CONTEMPORARY CURRICULUM FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE, TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 72 49P.

DESCRIPTORS - *CAREER EDUCATION; *ELEMENTARY GRADES; VOCATIONAL DEVELOPMENT; DEVELOPMENTAL PROGRAMS; HUMANITIES; GOAL ORIENTATION; PROGRAM GUIDES; TEACHING TECHNIQUES; *PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; INSERVICE TEACHER EDUCATION; *INTEGRATED CURRICULUM; PROGRAM EVALUATION; EDUCATIONAL OBJECTIVES; *PROGRAM PLANNING
IDENTIFIERS - CAREER AWARENESS; *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - BOUND IN A 3-RING NOTEBOOK, THIS GUIDE PRESENTS AN OVERVIEW OF A FEDERALLY FUNDED CAREER EDUCATION PROGRAM FOR IMPLEMENTATION AT THE ELEMENTARY LEVEL. AS PART OF A COMPREHENSIVE EXEMPLARY PROGRAM WITH INTEGRATED ACTIVITIES, OUTLINES OF THESE PROGRAM CONSIDERATIONS ARE INCLUDED: (1) OVERALL GOALS AND CONCEPTS IN CAREER EDUCATION, (2) SPECIFIC OBJECTIVES INVOLVING TEACHER ORIENTATION, PARENTAL AND COMMUNITY INVOLVEMENT, AND STUDENT CAREER DEVELOPMENT, (3) INSERVICE TRAINING METHODS, (4) CLASSROOM TEACHING TECHNIQUES, AND (5) SUGGESTED EVALUATION DESIGNS IN CAREER EDUCATION. DEVELOPED BY A TEACHER WITH THE AID OF CURRICULUM SPECIALISTS, THIS DOCUMENT INCLUDES A RATIONALE FOR CAREER EDUCATION AND APPENDED RESOURCE MATERIALS. (AG)

VT 019 847
SPECIAL PROJECTS FOR IMPROVEMENT IN NURSE TRAINING.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF NURSING.
MF AVAILABLE IN VT-ERIC SET.
DHEW-PUB-(NIH)73-352
PUB DATE - SEP72 12P.

DESCRIPTORS - *GUIDELINES; *NURSES; *FEDERAL LEGISLATION
IDENTIFIERS - *NURSE TRAINING ACT OF 1971; ECONOMIC AWARENESS

ABSTRACT - THIS PAMPHLET DESCRIBES THE PROVISIONS OF THE NURSE TRAINING ACT OF 1971 WHICH AUTHORIZES SPECIAL PROJECT GRANTS AND CONTRACTS FOR IMPROVING NURSE TRAINING. THIS BOOKLET DESCRIBES VARIOUS WAYS IN WHICH SCHOOLS OF NURSING CAN TAKE FULL ADVANTAGE OF THESE MEANS FOR IMPROVING EDUCATION FOR NURSING PRACTICE. THE PAMPHLET IS ORGANIZED INTO THE FOLLOWING SECTIONS: (1) PURPOSE, (2) SCOPE, (3) ELIGIBILITY, (4) APPLICATION PROCEDURE, (5) SCHEDULE FOR SUBMISSION OF APPLICATIONS, AND (6) REVIEW AND AWARD PROCESS. (AUTHOR/DL)

VT 019 874
REFRESHER COURSES FOR PRIVATE AND COMMERCIAL PILOTS.

FEDERAL AVIATION ADMINISTRATION (DOT), WASHINGTON, D.C. FLIGHT STANDARDS SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AC-61-10A
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (TD4.408G99, $.40)
PUB DATE - 72 27P.

DESCRIPTORS - *REFRESHER COURSES; *AIRCRAFT PILOTS; INSERVICE EDUCATION; *GUIDES; IMPROVEMENT; *INSTRUCTIONAL PROGRAMS; *TRAINERS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - A FEDERAL STANDARDS SERVICE DEVELOPED THIS GUIDE TO REFRESHER COURSES FOR PILOTS HOLDING AT LEAST PRIVATE PILOT CERTIFICATES AND FOR PILOTS WITH INSTRUMENT RATINGS. THE COURSES OUTLINED IN THIS PUBLICATION HAVE BEEN PREPARED FOR USE BY ANY AGENCY, FLIGHT OPERATOR, OR INSTRUCTOR WHO ENGAGES IN THE REFRESHER TRAINING OF CERTIFIED PILOTS. ONLY THE SCOPE, COVERAGE, AND SYLLABUS OF COURSES ARE PROVIDED WITH A LIST OF SUGGESTED TRAINING MATERIALS TO IMPLEMENT THE PROGRAM. A RELATED DOCUMENT IS AVAILABLE AS VT 012 107 (AIM SUMMER 1971).

(KH)

VT 019 877 ED 075 611
LINCOLN COUNTY EXEMPLARY PROGRAM IN VOCATIONAL EDUCATION. RESOURCE UNITS DEVELOPED BY EXEMPLARY TEACHERS FOR GRADES 1-12. VOLUME IV OF VOLUME I.

LINCOLN COUNTY SCHOOLS, HAMLIN, W. VA.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
OEC-0-71-0682(361)
PUB DATE - 31DEC72 167P.

DESCRIPTORS - *DEVELOPMENTAL PROGRAMS; *RESOURCE UNITS; ELEMENTARY GRADES; *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS; WEST VIRGINIA; LINCOLN COUNTY SCHOOLS

ABSTRACT - THE ELEMENTARY GRADES RESOURCE UNITS WERE PREPARED TO PROVIDE STUDENTS WITH OCCUPATIONAL INFORMATION TO MAKE THEM AWARE OF THE MEANING OF WORK AND TO PRESENT THE "WORLD OF WORK" IN A MANNER APPROPRIATE TO THE STUDENTS' STATE OF DEVELOPMENT. THIS DOCUMENT IS COMPRISED OF TEACHING UNITS FOR THE SEVERAL ELEMENTARY GRADES, WITH INFORMATION ABOUT VARIOUS OCCUPATIONS, DEVELOPED TO PRESENT LEARNING ACTIVITIES IN THE CAREER AREAS. APPENDIXES INCLUDE WORKSHEETS, QUIZZES, AND RESOURCE MATERIALS. (MF)

VT 019 878 ED 075 612
A SUGGESTIVE RESOURCE UNIT FOR LEVELS SEVEN AND EIGHT USING THE OCCUPATIONAL CLUSTERS IN CAREER ORIENTATION, VOLUME II OF VOLUME I.

LINCOLN COUNTY SCHOOLS, HAMLIN, W. VA.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
OEC-0-71-0682(361)
PUB DATE - 31DEC72 129P.

DESCRIPTORS - *DEVELOPMENTAL PROGRAMS; *RESOURCE UNITS; GRADE 7; GRADE 8; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; STUDENT PARTICIPATION; SELF CONCEPT; LEARNING ACTIVITIES; TEACHING GUIDES; INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER ORIENTATION; WEST VIRGINIA; LINCOLN COUNTY SCHOOLS

ABSTRACT - THIS RESOURCE UNIT WAS PREPARED AS GUIDE FOR CAREER ORIENTATION IN GRADES 7 AND 8 TO BE USED BY ALL TEACHERS OF ALL SUBJECTS IN PLANNING AND IMPLEMENTING CAREER ORIENTATION ACTIVITIES. THE UNIT IS DESIGNED TO GIVE STUDENTS A BROAD KNOWLEDGE OF THE CHARACTERISTICS AND FUNCTIONS OF SPECIFIC OCCUPATIONS WITHIN A SPECTRUM OF OCCUPATIONAL FAMILIES. STUDENT PARTICIPATION SHOULD BE ENCOURAGED AT THIS LEVEL SO THAT EACH STUDENT WILL DEVELOP A POSITIVE SELF-CONCEPT IN RELATION TO THE MANY AND VARIED ROLES WITHIN THE OCCUPATIONAL FRAMEWORK OF OUR ECONOMIC AND SOCIAL SYSTEM. TEACHING STRATEGIES, CORRELATION OF SUBJECTS, LEARNING ACTIVITIES, RESOURCE MATERIALS, EVALUATION TECHNIQUES, AND QUESTIONNAIRES ARE PRESENTED FOR TEACHER UTILIZATION. MORE THAN HALF OF THE DOCUMENT CONSISTS OF A RESOURCE BIBLIOGRAPHY ON VARIOUS TYPES OF MATERIALS AND OF A LISTING OF CLUSTERS IN VARIOUS OCCUPATIONS AS A GUIDE FOR THE CLASSROOM TEACHER. (MF)

VT 019 879 ED 075 613
RESEARCH MODEL FOR LEVELS NINE AND TEN: LINCOLN COUNTY SCHOOL BASED MODEL FOR CAREER EDUCATION, VOLUME III OF VOLUME I.

LINCOLN COUNTY SCHOOLS, HAMLIN, W. VA.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
OEC-0-71-0682(361)
PUB DATE - 31DEC72 197P.

DESCRIPTORS - *DEVELOPMENTAL PROGRAMS; *RESOURCE UNITS; GRADE 9; GRADE 10; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; VOCATIONAL DEVELOPMENT; VOCATIONAL COUNSELING; CURRICULUM DEVELOPMENT; OCCUPATIONAL INFORMATION; SELF EVALUATION; LEARNING ACTIVITIES; OCCUPATIONAL CHOICE; *TEACHING GUIDES
IDENTIFIERS - CAREER EXPLORATION; WEST VIRGINIA; LINCOLN COUNTY SCHOOLS

ABSTRACT - THIS RESOURCE UNIT WAS WRITTEN AS A GUIDE FOR CAREER EXPLORATION IN GRADES 9 AND 10. STUDENTS AT THESE LEVELS NEED THE OPPORTUNITY TO EXPLORE THEIR CAPABILITIES IN A WIDE VARIETY OF OCCUPATIONAL SITUATIONS, AND SECONDARY SCHOOL CURRICULUM SHOULD PROVIDE OCCUPATIONAL EXPERIENCES TO ENABLE THEM TO MAKE REALISTIC OCCUPATIONAL CHOICES BY GAINING AN UNDERSTANDING OF THE ASPECTS OF WORK RELATED TO THEIR OWN PERSONALITIES AND ABILITIES. INCLUDED ARE JOB INTERVIEW TECHNIQUES, EMPLOYMENT APPLICATION INFORMATION, AND THE ROLE OF COUNSELING AND GUIDANCE IN CAREER EXPLORATION. WORK OPPORTUNITIES AND FACILITIES ARE EXPLORED ON FIELD TRIPS. TEACHING STRATEGIES, LEARNING ACTIVITIES, CORRELATION OF SUBJECTS, RESOURCE MATERIALS, EVALUATION TECHNIQUES, AND QUESTIONNAIRES ARE PRESENTED FOR TEACHER UTILIZATION. OCCUPATIONAL CLUSTERS IN VARIOUS JOB AREAS AND A RESOURCE BIBLIOGRAPHY ARE INCLUDED. (MF)

VT 019 883 ED 076 746
COOK, FRED S.; RICHEY, RITA C.
TWO VAE SYSTEM MODELS: A MODEL FOR A COMPETENCY-BASED INSTRUCTIONAL SYSTEM. COMPETENCY-BASED TEACHER EDUCATION SERIES NO. 2.

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF VOCATIONAL AND APPLIED ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - NOV72 32P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PERFORMANCE BASED TEACHER EDUCATION; *EDUCATIONAL ACCOUNTABILITY; *INSTRUCTIONAL SYSTEMS; *MODELS; BEHAVIORAL OBJECTIVES; TEACHER EDUCATION CURRICULUM; SYSTEMS APPROACH; PRESERVICE EDUCATION; PROGRAM DEVELOPMENT; DISTRIBUTIVE EDUCATION; BUSINESS

EDUCATION; FAMILY LIFE EDUCATION; PERFORMANCE CRITERIA
IDENTIFIERS - *PROGRAM IMPLEMENTATION

ABSTRACT - THIS BOOKLET IS ONE IN A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THIS BOOKLET DISCUSSES INSTRUCTIONAL SYSTEMS AND ACCOUNTABILITY, WHICH ARE TWO IMPORTANT FACETS OF THE PROGRAM. PART I DESCRIBES A MODEL OF THE COMPETENCY-BASED INSTRUCTIONAL SYSTEM, WHICH UTILIZES A SYSTEMS APPROACH TO PROGRAM DEVELOPMENT. THE ELEMENTS OF THE SYSTEM, INCLUDING COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEM, AND EVALUATION PLUS THE GENERAL PROCEDURES FOLLOWED TO IMPLEMENT THE SYSTEM ARE COVERED. PART II PRESENTS AN ACCOUNTABILITY MODEL DESIGNED TO FACILITATE THE IMPLEMENTATION OF AN INSTRUCTIONAL SYSTEM. THE ACCOUNTABILITY MODEL ALLOWS FOR INPUT FROM THE TEACHER, STUDENT, AND ADMINISTRATION. A BOOKLET DESCRIBING THE COMPETENCIES AND PERFORMANCE OBJECTIVES IS AVAILABLE IN THIS ISSUE AS VT 019 884, AND A PROGRESS REPORT IS AVAILABLE AS VT 019 885 (ARM VOL. 6, NO. 4). (SB)

VT 019 884 ED 076 747
VAE PRE-CERTIFICATION TEACHER EDUCATION PROGRAM: COMPETENCIES AND PERFORMANCE OBJECTIVES. COMPETENCY-BASED TEACHER EDUCATION SERIES NO. 1.

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF VOCATIONAL AND APPLIED ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - SEP72 111P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING SKILLS; *PERFORMANCE BASED TEACHER EDUCATION; *BEHAVIORAL OBJECTIVES; *TEACHER EDUCATION CURRICULUM; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; CAREER EDUCATION; PRESERVICE EDUCATION; TEACHER CERTIFICATION; PROGRAM DEVELOPMENT; PERFORMANCE CRITERIA

ABSTRACT - THIS BOOKLET IS ONE OF A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THE PROGRAM CONSISTS OF COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEMS, AND EVALUATION, AND THIS BOOKLET CONTAINS THE COMPETENCIES AND PERFORMANCE OBJECTIVES. PART I PROVIDES A LIST OF 75 PRE-SERVICE COMPETENCIES FOR DEVELOPING SKILLS PERTAINING TO PLANNING, INSTRUCTION, EVALUATION, GUIDANCE, MANAGEMENT, PUBLIC AND HUMAN RELATIONS, AND PROFESSIONAL ROLE. PART II CONTAINS THE PERFORMANCE OBJECTIVES FOR 10 PROFESSIONAL PRE-SERVICE COURSES, WHICH INCLUDE SIX REQUIRED COURSES COVERING THEORY, METHODS, AND INTERN TEACHING AND FOUR SPECIALIZED COURSES IN BUSINESS AND DISTRIBUTIVE EDUCATION AND HOME AND FAMILY LIVING. COURSE AND OBJECTIVE CODE NUMBERS PLUS A CROSS-REFERENCE BETWEEN THE COMPETENCIES AND PERFORMANCE OBJECTIVES ARE APPENDED. TWO RELATED BOOKLETS ARE AVAILABLE AS VT 019 883 (IN THIS ISSUE) AND VT 019 885 (ARM VOL. 6, NO.4). (SB)

VT 019 908 ED 075 621
MURPHY, PATRICIA D.
TEACHING FOR EMPLOYABILITY.

NORTH DAKOTA STATE UNIV., FARGO. COLL. OF HOME ECONOMICS.
NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. RESEARCH COORDINATING UNIT.
EDRS PRICE MF-$0.65 HC-$3.29.
NORTH DAKOTA RESEARCH COORDINATING UNIT, STATE BOARD FOR VOCATIONAL EDUCATION, STATE OFFICE BUILDING, 900 EAST BOULEVARD, BISMARCK, ND 58501
PUB DATE - JUN72 26P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING TECHNIQUES; *FUNDAMENTAL CONCEPTS; STUDENT ATTITUDES; WORK ATTITUDES; JOB SKILLS; *EMPLOYMENT QUALIFICATIONS; *COURSE CONTENT; PROGRAM EVALUATION; EDUCATIONAL PROGRAMS; JOB APPLICATION; SECONDARY EDUCATION; ATTITUDE TESTS; EDUCATIONAL RESEARCH
IDENTIFIERS - *NORTH DAKOTA

ABSTRACT - THIS BOOKLET OF TEACHING SUGGESTIONS, OBTAINED DURING A 1-DAY BRAINSTORMING SESSION WITH 12 NORTH DAKOTA VOCATIONAL TEACHERS, IS BASED ON A RESEARCH PROJECT WHICH SOUGHT TO IDENTIFY THE CONCEPTS AND INSTRUCTION THAT ARE COMMON IN SECONDARY VOCATIONAL COURSES. FOLLOWING A BRIEF SUMMARY OF THE RESEARCH PROJECT, WHICH INCLUDES THE PROCEDURES AND RESULTING RANK-ORDERED LISTS OF CONCEPTS RATED AS MOST ESSENTIAL, USEFUL, AND LEAST ESSENTIAL BY A PANEL OF EXPERTS, THE BOOKLET PROVIDES: (1) SUGGESTIONS AND RESOURCES FOR USING THE CONCEPTS, INCLUDING IDEAS FOR DEVELOPING POSITIVE ATTITUDES TOWARD WORK AND DEVELOPING SUCH JOB SKILLS AS LOCATING AND INTERVIEWING FOR A JOB, (2) DESCRIPTIONS OF EFFECTIVE TEACHING TECHNIQUES, SUCH AS ROLE PLAYING, STUDENT DEBATES, AND WORK EXPERIENCES, (3) DESCRIPTIONS OF PROJECTIVE AND SELF-REPORT TECHNIQUES TO USE IN ASSESSING STUDENTS' ATTITUDES, AND (4) AN EVALUATION FORM TO USE IN RATING A PRESENT VOCATIONAL PROGRAM IN TERMS OF THE CONCEPTS CONSIDERED MOST IMPORTANT BY THE PANEL OF EXPERTS. THE QUESTIONNAIRE USED IN THE RESEARCH PROJECT PLUS LISTS OF THE PANEL OF EXPERTS AND TEACHERS PARTICIPATING IN THE BRAINSTORMING SESSION ARE APPENDED. (SB)

VT 019 953 ED 075 637
RESOURCES FOR CAREER DEVELOPMENT.

INDIANA CAREER RESOURCE CENTER, SOUTH BEND.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 72 67P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; ELEMENTARY GRADES; MIDDLE SCHOOLS; SECONDARY GRADES; POST SECONDARY EDUCATION; *RESOURCE MATERIALS; *EDUCATIONAL RESOURCES; REFERENCE MATERIALS; EDUCATIONAL EQUIPMENT

ABSTRACT - INTENDED TO PROVIDE EDUCATORS, RESEARCH WORKERS, AND OTHERS INTERESTED IN CAREER EDUCATION WITH A CATALOG OF IDEAS USEFUL IN PROMOTING CAREER DEVELOPMENT, THIS BIBLIOGRAPHY IDENTIFIES APPROXIMATELY 500 PUBLICATIONS, REPORTS, AUDIO, VIDEO, AND MANIPULATIVE MATERIALS AVAILABLE FOR PURCHASE FROM COMMERCIAL SUPPLIERS OR SHORT-TERM LOAN FROM THE INDIANA CAREER RESOURCE CENTER. EACH SECTION IS COLOR CODED AND CONTAINS RESOURCES APPROPRIATE TO USERS AT THE (1) ELEMENTARY, (2) MIDDLE AND SECONDARY, AND (3) POST-SECONDARY LEVELS. ENTRIES ARE ARRANGED ALPHABETICALLY BY TITLE OR AUTHOR IN CATEGORIES DEPICTING THE TYPE, E.G., PRINTED INFORMATION, FILMS, ETC. OF RESOURCE AND INCLUDE PUBLICATION INFORMATION AND A SHORT DESCRIPTIVE STATEMENT WHICH LISTS THE NATURE, SUGGESTED USE, PRICE, SOURCE OF ENTRY, AND WHETHER OR NOT THE MATERIAL IS AVAILABLE IN A SERIES. PRECEDING EACH COLOR-CODED SECTION IS A DIVIDER PAPER WHICH CONTAINS PAGE-ORIENTED CONTENT-AT-A-GLANCE CHARTS TO ASSIST IN LOCATION OF A RESOURCE. IN ADDITION TO THE ANNOTATED SECTIONS, ANOTHER SECTION LISTS TECHNICAL EQUIPMENT AVAILABLE FROM THE CENTER, AND A FINAL SECTION LISTS PROFESSIONAL REFERENCES AND TEST INSTRUMENTS. AN INTRODUCTORY SECTION DESCRIBES THE SERVICES OF THE CENTER. (SB)

VT 020 009 ED 075 648
INTRODUCING THE SMALL BUSINESS MANAGEMENT COURSE.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 73 29P.

DESCRIPTORS - COURSE DESCRIPTIONS; PROGRAM COSTS; PROGRAM GUIDES; *AMERICAN INDIANS; EDUCATIONAL PROGRAMS; BUSINESS ADMINISTRATION; ADMINISTRATIVE PERSONNEL; *MANAGEMENT EDUCATION; *MANAGEMENT; *BUSINESS SKILLS; *BUSINESS; MANPOWER DEVELOPMENT
IDENTIFIERS - CANADA

ABSTRACT - CANADIAN INDIANS FACE THE THREAT OF A LOSS OF THEIR ONCE RICH RESOURCES OF FISH, FUR, AND GAME AS UNDEVELOPED LANDS ARE FILLING WITH TOURISTS AND NEW POPULATIONS. PUBLIC AWARENESS OF THIS SOCIAL PROBLEM HAS PRODUCED GOVERNMENTAL LOANS AND GRANTS FOR BUSINESS UNDERTAKINGS WHICH REQUIRE SOME TRAINING OF RECIPIENTS TO MAKE PRODUCTIVE USE OF THE AVAILABLE FINANCIAL AID. DESIGNED TO ASSIST PEOPLE OF INDIAN ANCESTRY WHO ARE INTERESTED IN PREPARING FOR JOBS AS OWNER-MANAGERS OF THEIR OWN BUSINESSES OR FOR MANAGEMENT POSITIONS WITH BUSINESSES OWNED BY THEIR BAND COUNCILS, COOPERATIVE AND OTHERS, THIS BROCHURE CONTAINS THE RATIONALE, CONTENT AND INSTRUCTIONAL METHODOLOGY UTILIZED IN A MANAGEMENT COURSE FOR SMALL BUSINESSMEN WHICH WAS DEVELOPED BY THE TRAINING RESEARCH AND DEVELOPMENT STATION. SUBJECT AREAS COVERED INCLUDE: (1) MANAGEMENT PROCESS, (2) MARKETING, (3) FINANCE, ACCOUNTING AND BOOKKEEPING, (4) PERSONNEL MANAGEMENT, (5) BUSINESS LAW, (6) PERSONAL FINANCE, (7) BUSINESS COMMUNICATION, (8) PRODUCTION MANAGEMENT, AND (9) OFFICE PROCEDURES. (AUTHOR/SN)

VT 020 055
STUDY TRIP HANDBOOK FOR STUDENTS OF AGES 4-13 (PRE-KINDERGARTEN-GRADE 8).

ALHAMBRA CITY SCHOOL DISTRICT, CALIF.
MF AVAILABLE IN VT-ERIC SET.
ALHAMBRA CITY SCHOOLS, INSTRUCTIONAL MATERIALS DEPT., 15 WEST ALHAMBRA ROAD, ALHAMBRA, CA 91801 ($3.00)
PUB DATE - 71 117P.

DESCRIPTORS - *MANUALS; GUIDELINES; *ENRICHMENT EXPERIENCE; *FIELD TRIPS; PRIMARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *ELEMENTARY SCHOOL TEACHERS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES, APPRECIATIONS

ABSTRACT - PREPARED BY PERSONNEL IN A LOS ANGELES AREA SCHOOL DISTRICT, THIS HANDBOOK CONTAINS MANY STUDY TRIPS POSSIBLE FOR SCHOOL CLASSES IN VISITING POINTS OF INTEREST IN THE LOCAL AREA. THE RESPONSIBILITIES OF PRINCIPALS, TEACHERS, AND STUDENTS ON STUDY TRIPS ARE DELINEATED AND SAMPLES OF THE TEACHER'S REQUEST FORM AND THE LETTER FOR PARENTS ARE INCLUDED. ORGANIZED BY STUDENT AGE GROUPS, THE TRIP PLANS PRESENT GUIDELINES ON BASIC INFORMATION SUCH AS: (1) THE SIZE OF THE GROUP, (2) THE BEST TIME TO VISIT, (3) THE AMOUNT OF TIME THE VISIT REQUIRES, (4) MAIN POINTS OF INTEREST, AND (5) THE CONTACT NEEDED TO ARRANGEITIES IN THE CLASSROOM. (KH) FOR THE VISIT. ADDITIONAL REMARKS INCLUDE IDEAS FOR FOLLOW-UP ACTIV

VT 020 078
STATIONARY ENGINEERS WORKBOOK.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 315P.

DESCRIPTORS - *WORKBOOKS; *ENGINEERING TECHNOLOGY; VOCATIONAL TRAINING CENTERS; MANPOWER DEVELOPMENT; ENGINEERING; *INSTRUCTIONAL AIDS; TEACHER DEVELOPED MATERIALS; *MANUALS; TECHNICAL EDUCATION; JOB TRAINING; EDUCATIONAL PROGRAMS
IDENTIFIERS - *STATIONARY ENGINEERS

ABSTRACT - COOPERATIVELY DEVELOPED BY LABOR AND MANAGEMENT ORGANIZATIONS AS WELL AS LOCAL SCHOOL PERSONNEL AND STAFF FROM THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, THIS WORKBOOK IS INTENDED TO SUPPLEMENT CLASSROOM INSTRUCTION AND PROVIDE STUDENTS ENROLLED IN TRAINING PROGRAMS WITHIN THE STATE WITH INFORMATION NECESSARY FOR MEETING THE TECHNICAL DEMANDS OF THE JOBS FOR WHICH THEY ARE BEING TRAINED. CONTENTS INCLUDE: (1) BASIC MATHEMATICS AND PHYSICS, (3) BASIC ELECTRICITY, (4) STEAM PLANT OPERATION, (5) AIR CONDITIONING AND REFRIGERATION, (6) PLANT MAINTENANCE, AND (7) BLUEPRINT READING. (SN)

VT 020 133
SAMPLE BOOKLET OF CAREER EDUCATION GUIDES K-12, EAU CLAIRE, WISCONSIN.

EAU CLAIRE JOINT SCHOOL DISTRICT 5, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN73 77P.

DESCRIPTORS - *CAREER EDUCATION; CAREER

OPPORTUNITIES; *GUIDES; *TEACHING GUIDES; PRIMARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *INTEGRATED CURRICULUM; LEARNING ACTIVITIES; OCCUPATIONS; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET CONTAINS EXAMPLES FROM SEVENTEEN DIFFERENT CAREER EDUCATION GUIDES DEVELOPED BY TEACHERS IN A WISCONSIN PUBLIC SCHOOL SYSTEM. THE PURPOSE OF THE GUIDES WAS TO PROVIDE TEACHERS AT ALL LEVELS, KINDERGARTEN THROUGH GRADE 12, WITH SOME GENERAL IDEAS FOR THE INTEGRATION OF CAREER EDUCATION INTO THE REGULAR CURRICULUM. THE ELEMENTARY GUIDES ARE DESIGNATED BY GRADE LEVEL WHILE THE SECONDARY LEVEL GUIDES INDICATE THE SUBJECT AREA WHERE THE CAREER EDUCATION UNITS WOULD BE MOST USEFUL. THE FORMAT OF EACH GUIDE SAMPLE VARIES SLIGHTLY; HOWEVER, MOST GUIDES CONTAIN A LIST OF CONCEPTS TO BE TAUGHT, A STATEMENT OF SPECIFIC OBJECTIVES, A METHOD OF PRESENTATION AND RELATED ACTIVITIES, AND SUGGESTED RESOURCES. (KH)

VT 020 190
JAMESON, ROBERT
THE PROFESSIONAL JOB HUNTING SYSTEM: WORLD'S FASTEST WAY TO GET A BETTER JOB.

PERFORMANCE DYNAMICS, INC. VERONA, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
PERFORMANCE DYNAMICS, INC., PUBLISHING DIVISION, 17 GROVE AVENUE, VERONA, NEW JERSEY 07044
PUB DATE - 1SEP72 280P. SECOND EDITION.

DESCRIPTORS - *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; JOB MARKET; COMPETITIVE SELECTION; EMPLOYERS; *EMPLOYMENT SERVICES; *CAREER CHANGE; OCCUPATIONAL MOBILITY; *PROFESSIONAL PERSONNEL; ADMINISTRATIVE PERSONNEL

ABSTRACT - THIS IS A "HOW TO" BOOK PRESENTING TECHNIQUES AND CONCEPTS ADVOCATED FOR LOCATING AND SECURING A JOB IN A PROFESSIONAL, MANAGERIAL, OR EXECUTIVE CAPACITY. IT IS DIRECTED TOWARD THE STRATEGY AND SYSTEMATIC EXECUTION OF A PROFESSIONAL JOB-HUNTING EFFORT. THE BASIS OF THE JOB CAMPAIGN TECHNIQUES DESCRIBED IS THAT THEY EVOLVE FROM A VIEW OF JOB HUNTING AS A COMPETITIVE SITUATION. MOST INDIVIDUALS ARE WEAK IN THAT THEY PURSUE A NEW OCCUPATION IN A HAPHAZARD, UNPROFESSIONAL MANNER. A CAREFULLY PLANNED APPROACH SHOULD ENABLE THE JOB HUNTER TO OBTAIN MORE INTERVIEWS AND OFFERS THAN HIS COMPETITION. INCLUDED IS INFORMATION ON PLANNING THE JOB CAMPAIGN, SAMPLES OF LETTERS AND RESUMES, ADVICE ON INTERVIEWS, AND LISTS OF MAJOR PERSONNEL AGENCIES AND OF MAJOR EMPLOYERS THROUGHOUT THE COUNTRY. THE BOOK DOES NOT CONTAIN COUNSELING ON CAREER GOALS OR CHOICE. IT MAY BE OF INTEREST TO GRADUATING SENIORS OR TO SENIOR EXECUTIVES CHANGING POSITIONS. (MF)

VT 020 273
NATIONAL APPRENTICESHIP STANDARDS FOR THE RETAIL MEAT CUTTING INDUSTRY.

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS, WASHINGTON, D.C.; AMALGAMATED MEAT CUTTERS AND BUTCHER WORKMEN OF N. AMERICA (AFL-CIO), WASHINGTON, D.C. MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. BUREAU OF APPRENTICESHIP AND TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 25P.

DESCRIPTORS - *STANDARDS; *APPRENTICESHIPS; *ENTRY WORKERS; VOCATIONAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; MEAT; MEAT PACKING INDUSTRY; INSTRUCTIONAL PROGRAMS; WORK EXPERIENCE
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - DEVELOPED BY THE AMALGAMATED MEAT CUTTERS AND BUTCHER WORKMEN OF NORTH AMERICA, AFL-CIO AND PARTICIPATING RETAIL EMPLOYERS, THESE NATIONAL STANDARDS ARE INTENDED TO BE UTILIZED AS A GUIDE BY MANAGEMENT AND LABOR LOCALLY FOR THE ESTABLISHMENT OF APPRENTICESHIP PROGRAMS TO PRODUCE TRAINED RETAIL MEAT CUTTERS. RECOMMENDED STANDARDS COVER APPRENTICESHIP COMMITTEES, BOTH NATIONAL AND LOCAL, AND SUCH PROGRAM SPECIFICS AS WAGES, WORKING CONDITIONS, EXAMINATION AND INSTRUCTION OF APPRENTICES, ACCIDENT PREVENTION, AND OBLIGATIONS OF APPRENTICES. THE APPENDIXES INCLUDE A COPY OF THE APPRENTICESHIP AGREEMENT, A LIST OF WORK PROCESSES TO BE LEARNED BY THE APPRENTICE, A SAMPLE RECORDKEEPING SYSTEM, FEDERAL LAWS AND REGULATIONS GOVERNING THE EMPLOYMENT OF APPRENTICES, AND ADDRESSES OF APPRENTICESHIP AGENCIES. (KH)

VT 020 279
SUTTLES, PARTICIA H., ED.
ELEMENTARY TEACHERS GUIDE TO FREE CURRICULUM MATERIALS.

EDUCATORS PROGRESS SERVICE, INC., RANDOLPH, WIS.
DOCUMENT NOT AVAILABLE FROM EDRS.
EDUCATORS PROGRESS SERVICE, INC., RANDOLPH, WISCONSIN 53956
PUB DATE - 72 400P. TWENTY-NINTH EDITION.

DESCRIPTORS - *RESOURCE GUIDES; *INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; AEROSPACE EDUCATION; BUSINESS EDUCATION; ENVIRONMENTAL EDUCATION; FINE ARTS; GUIDANCE; HEALTH EDUCATION; HOME ECONOMICS EDUCATION; LANGUAGE ARTS; SOCIAL STUDIES; AUDIOVISUAL AIDS; SCIENCES; ARITHMETIC; *ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY THE EDUCATORS PROGRESS SERVICE, INC. FOR ELEMENTARY SCHOOL TEACHERS, THIS GUIDE TO FREE CURRICULUM MATERIALS REPRESENTS THE 19TH ANNUAL EDITION BY THE SERVICE AGENCY. SUBJECT AREAS REPRESENTED IN THIS GUIDE INCLUDE THE FOLLOWING: (1) ACCIDENT PREVENTION AND SAFETY, (2) AEROSPACE EDUCATION, (3) BUSINESS EDUCATION, (4) CLUBS, HOBBIES, SCOUTING, AND SPECIAL DAYS, (5) COMMUNICATIONS AND TRANSPORTATION, (6) ENVIRONMENTAL EDUCATION, (7) FINE ARTS, (8) GUIDANCE, (9) HEALTH AND PHYSICAL EDUCATION, (10) HOME ECONOMICS, (11) INDUSTRIAL EDUCATION, (12) LANGUAGE ARTS AND ARITHMETIC, (13) SCIENCE, (14) SOCIAL STUDIES, (15) VISUAL AND AUDIOVISUAL AIDS. ALSO INCLUDED ARE A TEACHER REFERENCE AND

PROFESSIONAL GROWTH MATERIALS, TITLE, SUBJECT, AND SOURCE INDEX. (DL)

VT 020 331
CAREER EDUCATION RESOURCE GUIDE: GRADES 1-8. PREPARING FOR THE WORLD OF WORK.

GREENWOOD PUBLIC SCHOOLS, MISS.
DOCUMENT NOT AVAILABLE FROM EDRS.
PUB DATE - 73 129P.

DESCRIPTORS - *RESOURCE GUIDES; TEACHING GUIDES; ELEMENTARY GRADES; *RESOURCE MATERIALS; INTERMEDIATE GRADES; SERVICES; SOCIAL SCIENCES; *OCCUPATIONAL INFORMATION; *OCCUPATIONS; *CAREER EDUCATION; CAREERS; INTEGRATED CURRICULUM
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; GREENWOOD PUBLIC SCHOOLS MISSISSIPPI

ABSTRACT - THIS SPIRAL-BOUND RESOURCE GUIDE FOR GRADES 1-8 WAS DEVELOPED BY A MISSISSIPPI PUBLIC SCHOOL SYSTEM AS PART OF A CAREER PROJECT DURING THE SCHOOL YEAR 1972-1973. INTENDED TO BE USED BY THE TEACHER, ITS PURPOSE IS TO SUGGEST METHODS OF INTEGRATING CAREER AWARENESS AND CAREER EXPLORATION ACTIVITIES INTO THE EXISTING ELEMENTARY SCHOOL CURRICULUM. THE GUIDE CONTAINS A SERIES OF TEACHING UNITS ORGANIZED FOR TWO LEVELS: PRIMARY (GRADES 1-4), AND MIDDLE SCHOOL (GRADES 5-8). EACH OF THE 40 UNITS CONCERNS ONE OCCUPATION OR PRODUCT AND PRESENTS OBJECTIVES FOR STUDENT LEARNING, SUGGESTED ACTIVITIES DESIGNED TO FACILITATE THAT LEARNING, AND A LIST OF RELATED RESOURCE MATERIALS. THE CLOSING SECTION CONTAINS SUGGESTIONS FOR PLANNING FIELD TRIPS AND CONTACTING RESOURCE SPEAKERS. (KH)

VT 020 435
PROJECT PEOPLE. PERSONAL ENHANCEMENT OCCUPATIONAL PREPARATION THROUGH LIFE CENTERED EDUCATION.

BOWLING GREEN INDEPENDENT SCHOOL DISTRICT, KY.
KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. BUREAU OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 21P. MATERIAL WAS DEVELOPED AT 1971 SUMMER WORKSHOP AT BOWLING GREEN CITY SCHOOLS. THE BROCHURE ALSO INCLUDES UPDATES FROM 1972 SUMMER WORKSHOP.

DESCRIPTORS - *PROGRAM GUIDES; *PROGRAM DEVELOPMENT; *CAREER EDUCATION; CAREER OPPORTUNITIES; *CURRICULUM ENRICHMENT; *CURRICULUM PLANNING; OCCUPATIONAL CLUSTERS; OCCUPATIONAL GUIDANCE; ELEMENTARY GRADES; SECONDARY GRADES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PROGRAM GUIDE, DESIGNED BY TEACHERS AND ADMINISTRATORS IN THE BOWLING GREEN CITY SCHOOLS, PRESENTS A PLAN FOR EXPANSION OF THE EXISTING CURRICULUM TO PROVIDE CAREER ORIENTATION AND TRAINING FOR ALL STUDENTS IN THE SYSTEM. DIVIDED BY GRADE LEVELS INTO FOUR STAGES OF BASIC CAREER AWARENESS, THE PROJECT INCLUDES A PLAN FOR THE TRAINING OF PERSONNEL, A LIST OF PROFESSIONAL RESPONSIBILITIES OF TEACHERS, COUNSELORS, AND ADMINISTRATORS IN IMPLEMENTING THE PROGRAM, AND A GUIDE TO THE OCCUPATIONAL CLUSTERS TO BE EXAMINED AT EACH GRADE LEVEL. THE USE OF COMMUNITY RESOURCES TO ENRICH THE PROGRAM IS EMPHASIZED. (KH)

VT 020 475
SULLIVAN, GEORGE
HOW DO THEY RUN IT?

DOCUMENT NOT AVAILABLE FROM EDRS.
THE WESTMINSTER PRESS, WITHERSPOON BLDG., PHILADELPHIA, PA. 19107 ($5.50)
PUB DATE - 71 128P.

DESCRIPTORS - *MANAGEMENT; *BUSINESS; *CAREER OPPORTUNITIES; *CAREERS; BOOKS; SERVICES; OCCUPATIONAL INFORMATION; RETAILING; MARKETING
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - PUBLISHED BY A COMMERCIAL ORGANIZATION, THIS HARDBACK BOOK IS WRITTEN FOR YOUNG READERS AS AN INTRODUCTION TO THE WORLD OF MANAGEMENT AND A PRESENTATION OF CAREER IDEAS. THE BOOK DETAILS THE OPERATION OF ELEVEN DIFFERENT AMERICAN BUSINESS ENTERPRISES AND PUBLIC SERVICE INSTITUTIONS, INCLUDING A BOWLING ALLEY, A RESTAURANT, A SUPERMARKET, AN AIRPORT, AND A DEPARTMENT STORE. THE PROBLEMS OF EACH BUSINESS ARE PRESENTED AS WELL AS THE DAY-TO-DAY OPERATIONS SUCH AS HIRING, SELLING, ADVERTISING, RECORDKEEPING, AND MAINTENANCE. MANY PHOTOGRAPHS ILLUSTRATE EACH SECTION OF THE BOOK. (KH)

VT 020 476
O'KANE, DICK
THE MAKING OF AN AIRCRAFT MECHANIC.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE WESTMINSTER PRESS, WITHERSPOON BLDG., PHILADELPHIA, PA 19107 ($4.95)
PUB DATE - 70 123P.

DESCRIPTORS - *CAREER OPPORTUNITIES; CAREER PLANNING; *EMPLOYMENT QUALIFICATIONS; *GUIDES; *OCCUPATIONAL INFORMATION; ENTRY WORKERS; *AVIATION MECHANICS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - WRITTEN BY AN AUTHOR WITH WIDE EXPERIENCE IN BUSINESS AND ADVERTISING, THIS HARDBACK BOOK IS DIRECTED MAINLY TO HIGH SCHOOL STUDENTS CONSIDERING A CAREER IN AIRCRAFT MECHANICS. THE BOOK PRESENTS QUALIFICATIONS FOR EMPLOYMENT, VARIOUS METHODS OF OBTAINING THE NECESSARY TRAINING AND EXPERIENCE, A CLOSE EXAMINATION OF AN AIRCRAFT MECHANIC'S DAILY ROUTINE, AND PAY AND BENEFITS TO BE EXPECTED IN THE FIELD. MANY PHOTOGRAPHS DEPICTING DUTIES OF THE MECHANIC ILLUSTRATE THE TEXT. THE APPENDIX CONTAINS A LIST OF APPROVED AIRCRAFT MECHANIC'S SCHOOLS, ORGANIZED BY GEOGRAPHIC REGION. (KH)

VT 020 480
FLUID POWER TECHNOLOGY: A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM. TECHNICAL EDUCATION PROGRAM.

FLUID POWER FOUNDATION, INC., GARDEN CITY, N.Y.

MF AVAILABLE IN VT-ERIC SET.
THE FLUID POWER FOUNDATION, INC., 600 OLD COUNTRY ROAD, GARDEN CITY, NEW YORK 11530 ($6.00)
PUB DATE - JAN72 127P.

DESCRIPTORS - *TECHNICAL EDUCATION; CURRICULUM PLANNING; *CURRICULUM DEVELOPMENT; POST SECONDARY EDUCATION; *PROGRAM GUIDES; *CAREER EDUCATION; *FLUID POWER EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - A PRIVATE NON-PROFIT INDUSTRIAL INSTITUTION PREPARED THIS GUIDE AS A SUGGESTED 2-YEAR POST-HIGH SCHOOL CURRICULUM TO BE USED BY EDUCATIONAL PLANNERS AND ADMINISTRATORS IN THE DEVELOPMENT OF FLUID POWER TECHNICIAN EDUCATIONAL PROGRAMS. THE GUIDE OFFERS SUGGESTED COURSE OUTLINES, A SEQUENCE OF TECHNICAL EDUCATION PROCEDURE, LABORATORY LAYOUTS, LISTS OF LABORATORY EQUIPMENT AND COST, SUGGESTED TEXTS, REFERENCES, AUDIO-VISUAL AIDS, AND A SELECTED LIST OF SCIENTIFIC AND TECHNICAL SOCIETIES CONCERNED WITH FLUID POWER TECHNOLOGY. (KH)

VT 020 482
BUTLER, RICHARD T.; SMITH, WILLIAM J.
GUIDELINES FOR AVIATION EDUCATION IN SCHOOLS OF PENNSYLVANIA WITH ANNOTATED TEACHER'S COURSE OF STUDY AND PLANNING CHART.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 32P.

DESCRIPTORS - *GUIDELINES; *CURRICULUM GUIDES; *TEACHING GUIDES; *AEROSPACE EDUCATION; CURRICULUM PLANNING; *CAREER OPPORTUNITIES; SECONDARY GRADES; TRANSPORTATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - TWO AVIATION EDUCATION CONSULTANTS WROTE THIS CURRICULUM GUIDE TO GIVE DIRECTION AND PROVIDE COORDINATION FOR THE AVIATION EDUCATION PROGRAM IN THE PENNSYLVANIA SCHOOLS. DESIGNED AS A FULL YEAR'S COURSE OF STUDY AT THE HIGH SCHOOL LEVEL, THE PROGRAM DEALS WITH CONCEPTS REE ACTIVITIES, AND CAREERS IN AVIATION. THE GUIDE CONTAINS TEACHING PROCEDURES, GENERAL LESSON OUTLINES, AND A TEACHER'S ANNOTATED COURSE OF STUDY DETAILING OBJECTIVES, METHODS, AND RESOURCES FOR EACH OF SEVEN TEACHING UNITS. A TEACHER'S PLANNING CHART IS PROVIDED TO AID THE CLASSROOM TEACHER IN PLACING THE UNITS IN PROPER PERSPECTIVE WITHIN THE SCHOOL YEAR. (KH)

VT 020 485
DRAPER, A.M. LESLIE
CAREER GUIDES FOR ENTRY OCCUPATIONS IN DATA PROCESSING.

CALIFORNIA OCCUPATIONAL ANALYSIS FIELD CENTER, LOS ANGELES.
MF AVAILABLE IN VT-ERIC SET.
DE-6289-A-4
PUB DATE - FEB73 19P. REVISION 1.

DESCRIPTORS - *CAREER OPPORTUNITIES; *ENTRY WORKERS; *CAREER LADDERS; CAREER CHOICE; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; *DATA PROCESSING OCCUPATIONS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN OCCUPATIONAL ANALYST, THIS CAREER GUIDE IDENTIFIES REPRESENTATIVE ENTRY OCCUPATIONS IN DATA PROCESSING TO AID THOSE CONSIDERING A CAREER IN THE FIELD. A GENERAL OUTLINE OF BENEFITS, TRAINING, AND HIRING REQUIREMENTS FOR WORKERS IN COMPUTER-RELATED OCCUPATIONS IS FOLLOWED BY SPECIFIC INFORMATION ON VARIOUS ASPECTS OF DATA PROCESSING. INCLUDED FOR EACH OCCUPATION IS A CAREER LADDER DETAILING OPPORTUNITIES FOR ADVANCEMENT THROUGH EXPERIENCE AND TRAINING. A WORKSHEET IS PROVIDED AT THE END OF THE GUIDE FOR USE IN ADDING LOCAL AREA INFORMATION TO THE GENERAL DATA OF THE GUIDE. THIS MATERIAL MAY BE USEFUL TO VOCATIONAL COUNSELORS AS WELL AS TO CLASSROOM TEACHERS. (KH)

VT 020 487
RIBACK, LINDA B.
CAREER GUIDES FOR ENTRY OCCUPATIONS IN BANKING.

CALIFORNIA OCCUPATIONAL ANALYSIS FIELD CENTER, LOS ANGELES.
MF AVAILABLE IN VT-ERIC SET.
DE-6289-A-1
PUB DATE - APR70 21P.

DESCRIPTORS - *CAREER OPPORTUNITIES; *ENTRY WORKERS; *BANKING; *CAREER LADDERS; CAREER CHOICE; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN OCCUPATIONAL ANALYST, THIS CAREER GUIDE IDENTIFIES REPRESENTATIVE ENTRY OCCUPATIONS IN BANKING TO AID THOSE CONSIDERING A CAREER IN THE FIELD. A GENERAL OUTLINE OF BENEFITS, TRAINING, AND HIRING REQUIREMENTS FOR BANKING EMPLOYEES IS FOLLOWED BY SPECIFIC INFORMATION ON VARIOUS AREAS OF BANK WORK. INCLUDED FOR EACH OCCUPATION IS A CAREER LADDER DETAILING OPPORTUNITIES FOR ADVANCEMENT THROUGH EXPERIENCE AND TRAINING. A WORKSHEET IS PROVIDED AT THE END OF THE GUIDE FOR USE IN ADDING LOCAL AREA INFORMATION TO THE GENERAL DATA OF THE GUIDE. THIS MATERIAL MAY BE USEFUL TO VOCATIONAL COUNSELORS AS WELL AS CLASSROOM TEACHERS. (KH)

VT 020 488
ENGEL, LARAINE
CAREER GUIDES FOR ENTRY OCCUPATIONS IN DENTAL HEALTH.

CALIFORNIA OCCUPATIONAL ANALYSIS FIELD CENTER, LOS ANGELES.
MF AVAILABLE IN VT-ERIC SET.
DE-6289-A-11
PUB DATE - JUL72 22P. (7-72) REVISION.

DESCRIPTORS - *CAREER OPPORTUNITIES; *ENTRY WORKERS; *CAREER LADDERS; CAREER CHOICE; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; DENTAL HEALTH; DENTAL HYGIENISTS; *HEALTH OCCUPATIONS EDUCATION
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN OCCUPATIONAL ANALYST, THIS CAREER GUIDE IDENTIFIES

REPRESENTATIVE ENTRY OCCUPATIONS IN DENTAL HEALTH IN ORDER TO AID THOSE CONSIDERING A CAREER IN THE FIELD. A GENERAL OUTLINE OF BENEFITS, TRAINING, AND HIRING REQUIREMENTS FOR WORKERS IN DENTAL HEALTH IS FOLLOWED BY SPECIFIC INFORMATION ON VARIOUS DENTISTRY-RELATED OCCUPATIONS. INCLUDED FOR EACH OCCUPATION IS A CAREER LADDER DETAILING OPPORTUNITIES FOR ADVANCEMENT THROUGH EXPERIENCE AND TRAINING. A WORKSHEINFORMATION TO THE GENERAL DATA OF THE GUIDE. THIS MATERIAL MAY BE UET IS PROVIDED AT THE END OF THE GUIDE FOR USE IN ADDING LOCAL AREA SEFUL TO VOCATIONAL COUNSELORS AS WELL AS TO CLASSROOM TEACHERS. (KH)

VT 020 490
FENTEN, D.X.
THE MAKING OF A POLICE OFFICER.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE WESTMINSTER PRESS, WITHERSPOON BLDG., PHILADELPHIA, PA. 19107 ($4.95)
PUB DATE - 72 122P.

DESCRIPTORS - *CAREER OPPORTUNITIES; *LAW ENFORCEMENT; *POLICE; CAREER PLANNING; *EMPLOYMENT QUALIFICATIONS; GUIDES; HUMAN SERVICES; *OCCUPATIONAL INFORMATION; ENTRY WORKERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - WRITTEN BY A HIGH SCHOOL TEACHER OF COMMUNICATIONS, THIS HARDBACK COMMERCIAL PUBLICATION IS INTENDED TO SHOW POTENTIAL CANDIDATES ALL THAT IS INVOLVED IN THE TRAINING OF A POLICE OFFICER. DUTIES OF MANY DIFFERENT SERVICES ARE DESCRIBED--FROM FOOT PATROLMAN TO DETECTIVE, INCLUDING SUCH SPECIALTIES AS BALLISTICS, NARCOTICS WORK, PHOTOGRAPHY, AND HARBOR PATROL. INCLUDED IN THE BOOK ARE QUALIFICATIONS FOR APPLICANTS; THE PHYSICAL, LEGAL, TECHNICAL, AND SOCIOLOGICAL TRAINING REQUIRED; AND TYPICAL COURSES AND PROGRAMS OF WORK. MANY PHOTOGRAPHS DEPICTING VARIOUS ASPECTS OF POLICE WORK ACCOMPANY THE WRITTEN TEXT. THE APPENDIX INCLUDES: (1) POLICE OFFICER SAMPLE TEST QUESTIONS, (2) SALARY RATES OF THE NEW YORK CITY POLICE DEPARTMENT, AND (3) A LIST OF UNIVERSITIES AND JUNIOR COLLEGES OFFERING COURSES IN POLICE SCIENCE. (KH)

VT 020 500
SELLAND, LARRY, AND OTHERS
GUIDELINE OF CAREER EDUCATION ACTIVITIES. JUNIOR HIGH HOME ECONOMICS.

BISMARCK PUBLIC SCHOOL DISTRICT 1, N. DAK.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 99P.

DESCRIPTORS - *TEACHING GUIDES; *GUIDELINES; SECONDARY GRADES; *HOME ECONOMICS EDUCATION; *CAREER OPPORTUNITIES; *CAREER EDUCATION; HUMAN SERVICES; RESOURCE GUIDES; LEARNING ACTIVITIES; HOME ECONOMICS TEACHERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDELINE OF CAREER EDUCATION ACTIVITIES IN JUNIOR HIGH HOME ECONOMICS WAS COMPILED BY PERSONNEL IN A NORTH DAKOTA SCHOOL SYSTEM FOR FIELD TESTING PURPOSES. THE GUIDE WAS DESIGNED TO ASSIST STUDENTS IN DEVELOPING A REALISTIC APPROACH TO THEIR OWN CAREERS THROUGH PLANNED CONTACT WITH OCCUPATIONS IN HOME ECONOMICS. CAREER DEVELOPMENT ACTIVITIES ARE LISTED BY SUGGESTED GRADE LEVEL, STATING BROAD OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING TECHNIQUES, AND RESOURCE MATERIAL NEEDED. SOME OF THE ACTIVITIES ARE SUPPLEMENTED BY BULLETIN BOARD SUGGESTIONS AND SAMPLE STUDENT WORKSHEETS. APPENDIXES INCLUDE GUIDELINES FOR FIELD TRIPS AND RESOURCE PERSONS AND A LIST OF SUPPLIERS OF RESOURCE MATERIALS. (KH)

VT 020 501
SELLAND, LARRY, AND OTHERS
GUIDELINE OF CAREER EDUCATION ACTIVITIES. ELEMENTARY. FIRST.

BISMARCK PUBLIC SCHOOL DISTRICT 1, N. DAK.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 153P.

DESCRIPTORS - *CAREER EDUCATION; GRADE 1; *TEACHING GUIDES; CURRICULUM GUIDES; *INTEGRATED CURRICULUM; *LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; RESOURCE GUIDES; ATTITUDES
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THESE GUIDELINES FOR CAREER EDUCATION ACTIVITIES IN THE FIRST GRADE WERE COMPILED BY PERSONNEL IN A NORTH DAKOTA SCHOOL DISTRICT FOR FIELD TESTING PURPOSES. THE ACTIVITIES ARE REFERENCE MATERIALS INTENDED TO BE INTEGRATED WITH THE SCHOOL CURRICULUM IN ORDER TO MAKE THE STUDENTS MORE AWARE OF THE WORLD OF WORK. EACH ACTIVITY CONTAINS THE BROAD CONCEPT TO BE TAUGHT, SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED TEACHING TECHNIQUES, AND RESOURCE MATERIALS TO BE USED SELECTIVELY. TO FACILITATE USE OF THE MANUAL, THE TABLE OF CONTENTS LISTS BOTH THE SUBJECT AREAS AND THE OBJECTIVE AREAS. APPENDIXES INCLUDE: (1) GUIDELINES FOR USING RESOURCE PERSONS, (2) A FIELD TRIP GUIDE, AND (3) ADDRESSES OF RESOURCE MATERIAL SUPPLIERS. (KH)

VT 020 507
CONSTRUCTION CLUSTER VOLUME I. WOOD STRUCTURAL FRAMING. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 138P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *WOODWORKING
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FIRST OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS

INSTRUCTOR'S GUIDE FOR THE TEACHING OF WOOD STRUCTURAL FRAMING WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 508-VT 020 513. (KH)

VT 020 508
CONSTRUCTION CLUSTER VOLUME II. MASONRY WORK. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 174P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *MASONRY
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE SECOND OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF MASONRY WORK WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 509
CONSTRUCTION CLUSTER VOLUME III. PLUMBING. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 238P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *PLUMBING
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE THIRD OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF PLUMBING WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 510
CONSTRUCTION CLUSTER VOLUME IV CONCRETE WORK. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 216P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *CEMENT INDUSTRY
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FOURTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF CONCRETE WORK WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 511
CONSTRUCTION CLUSTER VOLUME V. ELECTRICAL. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 211P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *ELECTRICITY
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE FIFTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF ELECTRICAL WORK WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 512
CONSTRUCTION CLUSTER VOLUME VI. AIR CONDITIONING AND REFRIGERATION. VOCATIONAL EDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 130P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *AIR CONDITIONING; REFRIGERATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE SIXTH OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF AIR CONDITIONING AND REFRIGERATION WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 513. (KH)

VT 020 513
CONSTRUCTION CLUSTER VOLUME VII. HEATING AND VENTILATION. VOCATIONALEDUCATION PROGRAM OF STUDIES.

PENNSYLVANIA STATE DEPT. OF JUSTICE, HARRISBURG. BUREAU OF CORRECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JAN71 197P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TEACHING GUIDES; CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED UNITS; CAREER EDUCATION; *HEATING; VENTILATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THE LAST OF SEVEN VOLUMES OF INSTRUCTIONAL MATERIALS DEALING WITH CONSTRUCTION INDUSTRY SKILLS, THIS INSTRUCTOR'S GUIDE FOR THE TEACHING OF HEATING AND VENTILATION WAS DEVELOPED BY THE PENNSYLVANIA BUREAU OF CORRECTION. PLANNED FOR APPROXIMATELY ONE MONTH OF STUDY, IT CONTAINS 20 INSTRUCTIONAL UNITS, EACH HAVING ONE OR MORE LESSONS. EACH UNIT IS DESIGNED TO INCLUDE THREE HOURS OF TECHNICAL LABORATORY EXPERIENCE AND THREE HOURS OF RELATED STUDY IN SCIENCE, MATHEMATICS, COMMUNICATIONS, AND SOCIAL SCIENCES AS PART OF AN INTEGRATED CURRICULUM. THE UNITS OFFER THE INSTRUCTOR THE ESSENTIAL MATERIALS, SUCH AS THE AIMS OF THE UNIT, INSTRUCTIONAL AIDS, TOPICAL OUTLINE AND ACTIVITIES, SUGGESTED TIME SEQUENCE, EVALUATION GUIDELINES, SUMMARY, AND REFERENCES. A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE VOLUME AS RECOMMENDED ADDITIONAL SOURCES OF INFORMATION. RELATED TEACHING GUIDES ARE AVAILABLE IN THIS ISSUE AS VT 020 507-VT 020 512. (KH)

VT 020 552
FREEMAN, EVELYN, AND OTHERS
MANUFACTURING UNIT. INTERMEDIATE LEVEL.

SOUTH-WESTERN CITY SCHOOL DISTRICT, GROVE CITY, OHIO.
MF AVAILABLE IN VT-ERIC SET.
SOUTH-WESTERN CITY SCHOOL DISTRICT, 3708 SOUTH BROADWAY, GROVE CITY, OHIO 43123
PUB DATE - ND 54P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; TEACHER DEVELOPED MATERIALS; *TEACHING GUIDES; *UNIT PLAN; INTERMEDIATE GRADES; *MANUFACTURING; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; *INDUSTRY; *INDUSTRIAL EDUCATION
IDENTIFIERS - ECONOMIC AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS INSTRUCTIONAL UNIT ON MANUFACTURING, DEVELOPED BY A GROUP OF TEACHERS IN AN OHIO SCHOOL SYSTEM, IS PLANNED FOR USE BY TEACHERS IN THE INTERMEDIATE GRADES. ORGANIZED IN CHART FORM, THE UNIT PLAN LISTS SPECIFIC LEARNING OBJECTIVES FOR STUDENTS, SUGGESTED TEACHING ACTIVITIES AND THE THINKING SKILLS INHERENT IN EACH ACTIVITY. A BRIEF DEFINITION AND RATIONALE FOR EACH SKILL IS INCLUDED IN THE UNIT, AS WELL AS A LIST OF RESOURCE MATERIALS WHICH MAY BE UTILIZED. INSTRUCTIONS ARE GIVEN FOR ASSESSMENT OF THE UNIT THROUGH GUIDED CLASS DISCUSSION. (KH)

VT 020 600

VIERKE, JOHN R., COMP.
FIELD TRIP GUIDE.

GRANT TOWNSHIP EDUCATIONAL COOPERATIVE, FOX LAKE, ILL.
MF AVAILABLE IN VT-ERIC SET.
GRANT TOWNSHIP EDUCATIONAL COOPERATIVE, 285 E. GRAND AVE., FOX LAKE, IL. 60020 ($3.00)
PUB DATE - 72 57P.

DESCRIPTORS - *RESOURCE GUIDES; PRIMARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *FIELD TRIPS; *ENRICHMENT EXPERIENCE; *CAREER OPPORTUNITIES; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THE CURRICULUM DIRECTOR OF AN ILLINOIS EDUCATIONAL COOPERATIVE COMPILED THIS TEACHER'S GUIDE TO POSSIBLE FIELD TRIPS IN THE AREA. MOST OF THE HISTORICAL, INDUSTRIAL, OR GENERAL INTEREST SITES SUGGESTED ARE IN NEARBY MILWAUKEE OR CHICAGO. BASIC INFORMATION IS GIVEN FOR EACH TRIP INCLUDING SUGGESTED GRADE LEVEL, MAIN POINTS OF INTEREST, HOURS, ADMISSION FEES, SIZE OF GROUP, AND ARRANGEMENTS FOR THE FIELD TRIP AND HOW TO MAKE THEM. WHERE APPLICABLE, SUCH DETAILS AS ADVANCE RESERVATION INFORMATION, PARKING, LUNCHROOM AND WASHROOM FACILITIES, AND GUIDE SERVICE DATA ARE PRESENTED. MANY SUGGESTED TRIP PLANS ARE FOLLOWED BY COMMENTS CONTAINING POSSIBLE PREPARATION AND FOLLOW-UP ACTIVITIES IN THE CLASSROOM. (KH)

VT 020 616
AVIATION BOATSWAIN'S MATE E 3 AND 2. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVTRA-1032-C
PUB DATE - 72 531P. 1972 EDITION

DESCRIPTORS - *ARMED FORCES; *INSTRUCTIONAL MATERIALS;.*MANUALS; ENLISTED MEN; *BOATMEN; *TECHNICAL EDUCATION; ON THE JOB TRAINING; JOB TRAINING
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TRAINING MANUAL WAS PREPARED BY THE U.S. NAVY FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE STUDYING FOR ADVANCEMENT IN THE AVIATION BOATSWAIN'S MATE E RATING. DESIGNED TO BE SUPPLEMENTED BY PRACTICAL SHIPBOARD EXPERIENCE, THE MANUAL DESCRIBES THE VARIOUS TOOLS, EQUIPMENT, AND OPERATIONS TO BE MASTERED BY THE TRAINEE. INCLUDED AMONG THE 11 CHAPTERS ARE SUCH SUBJECTS AS STEAM CATAPULTS, EMERGENCY RECOVERY EQUIPMENT, AND VISUAL LANDING AIDS. THE WRITTEN TEXT IS ACCOMPANIED BY MANY DIAGRAMS, PHOTOGRAPHS, AND CHARTS. (KH)

VT 020 634
DODD, ED
CAREERS FOR THE '73S. CONSERVATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
CROWELL-COLLIER PRESS, 866 THIRD AVE., NEW YORK, NY 10022
PUB DATE - 71 182P.

DESCRIPTORS - *CAREER OPPORTUNITIES; *CAREERS; *CAREER PLANNING; ENTRY WORKERS; CONSERVATION (CONCEPT); SOIL CONSERVATION; *BOOKS; SERVICES; CONSERVATION EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - WRITTEN BY A WELL-KNOWN CONSERVATIONIST, THIS COMMERCIALLY PUBLISHED BOOK EXAMINES THE OPPORTUNITIES FOR CAREERS IN CONSERVATION. THE BOOK INCLUDES CHAPTERS ON SOIL, FORESTRY, AND WILDLIFE CONSERVATION, THE NATIONAL PARK SERVICES, OPPORTUNITIES FOR WOMEN, AND SUMMER JOB POSSIBILITIES. OTHER SECTIONS OF THE BOOK DEAL WITH SPECIFIC EDUCATIONAL REQUIREMENTS, EXPECTED INCOME AND BENEFITS, AND GUIDANCE ON HOW TO OBTAIN FURTHER CAREER INFORMATION. SUGGESTIONS FOR EXTENDED READING ARE PROVIDED AS WELL AS A LIST OF SCHOOLS OFFERING COURSES RELEVANT TO CONSERVATION. MANY PHOTOGRAPHS OF CONSERVATIONISTS AT WORK ACCOMPANY THE WRITTEN TEXT. (KH)

VT 020 638
AVIATION MACHINIST'S MATE J1 AND C. RATE TRAINING MANUAL.

NAVAL TRAINING COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVTRA-10343-C
PUB DATE - 72 198P. 1972 EDITION.

DESCRIPTORS - *ARMED FORCES; *INSTRUCTIONAL MATERIALS; *MANUALS; ENLISTED MEN; *TECHNICAL EDUCATION; JOB TRAINING; ON THE JOB TRAINING; *MACHINISTS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TRAINING MANUAL WAS PREPARED BY THE U.S. NAVY FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE STUDYING FOR ADVANCEMENT IN THE AVIATION MACHINIST'S RATE J RATING. DESIGNED TO BE SUPPLEMENTED BY PRACTICAL EXPERIENCE, THE MANUAL PROVIDES INFORMATION ON THE MAINTENANCE OF AIRCRAFT JET ENGINES AND THEIR RELATED SYSTEMS, THE PREPARATION OF RECORDS AND REPORTS, AND VARIOUS SUPERVISORY TASKS ASSIGNED TO THE POSITION OF CHIEF AND FIRST CLASS AVIATION MACHINIST'S RATE J. MANY CHARTS, DIAGRAMS, AND PHOTOGRAPHS ACCOMPANY THE WRITTEN TEXT. (KH)

VT 020 660
HOUSEKEEPING METHODS AND MATERIALS. OREGON CUSTODIAL TRAINING PROGRAM.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 50P. UNDATED REVISION OF 1963 MANUAL.

DESCRIPTORS - *MANUALS; *INSTRUCTIONAL MATERIALS; *CUSTODIAN TRAINING; SCHOOL MAINTENANCE; *JOB TRAINING; VOCATIONAL EDUCATION; ENTRY WORKERS; SCHOOL SERVICES; CLEANING
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - PUBLISHED BY A STATE EDUCATIONAL AGENCY, THIS REVISED EDITION OF AN EARLIER MANUAL IS DESIGNED TO SERVE AS AN INSTRUCTIONAL AID IN CUSTODIAL TRAINING PROGRAMS, PARTICULARLY AIMED AT SCHOOL

CUSTODIANS. THE MANUAL COVERS THE CUSTODIAN'S RESPONSIBILITIES FOR MAINTAINING ALL AREAS AND FIXTURES IN THE BUILDING. INFORMATION CONCERNING THE TOOLS, EQUIPMENT, AND CHEMICALS USED IN VARIOUS HOUSEKEEPING JOBS IS PRESENTED WITH TECHNIQUES FOR CLEANING AND SANITATION. DESIRED FREQUENCY OF OPERATIONAL TASKS TO BE PERFORMED AND THE ORGANIZATION AND OPERATION OF A SUMMER SCHEDULE OF WORK ARE INCLUDED. (KH)

VT 020 683
CAREER EDUCATION PROGRAM. RADFORD CITY SCHOOLS (FORTY THREE INSTRUCTIONAL UNITS, GRADES K-7 AND INTERMEDIATE EDUCABLE).

RADFORD CITY SCHOOL BOARD, VA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
CAREER EDUCATION PROGRAM, RADFORD CITY SCHOOLS, 1612 WADSWORTH ST., RADFORD, VA. 24141
PUB DATE - 73 595P.

DESCRIPTORS - *CAREER EDUCATION; PRIMARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *RESOURCE UNITS; *TEACHING GUIDES; *LEARNING ACTIVITIES; SPECIAL EDUCATION; RESOURCE MATERIALS; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF INSTRUCTIONAL UNITS WAS DEVELOPED BY TEACHERS IN A VIRGINIA PUBLIC SCHOOL SYSTEM AS PART OF A PILOT PROJECT FOR CAREER EDUCATION TECHNIQUES AND MATERIALS. THE 43 UNITS REPRESENT ALL GRADE LEVELS FROM KINDERGARTEN THROUGH GRADE 7, INCLUDING SPECIAL EDUCATION. EACH CAREER-RELATED INSTRUCTIONAL UNIT CONTAINS CONTENT QUESTIONS, TECHNIQUES AND ACTIVITIES FOR TEACHING, AND RESOURCES AND MATERIALS THAT WOULD BE HELPFUL. THE ELEMENTS USED MOST OFTEN THROUGHOUT THESE UNITS ARE: (1) FIELD TRIPS, (2) RESOURCE SPEAKERS, (3) PARENT AND FAMILY INVOLVEMENT, (4) ROLE-PLAYING, (5) SUBJECT CONTENT RELATIONSHIPS, (6) OCCUPATIONAL INFORMATION, (7) INTERVIEWS, AND (8) SENSORY EXPERIENCES. INCLUDED IN EACH UNIT IS A DETAILED BIBLIOGRAPHY OF MATERIALS USED. (KH)

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VT 018 597	ED 073 247
VT 018 697	ED 072 244
VT 018 698	ED 072 245
VT 018 699	ED 072 246
VT 018 730	ED 072 248
VT 018 731	ED 072 249
VT 018 745	ED 072 261
VT 018 769	ED 072 282
VT 018 773	ED 073 254
VT 018 787	ED 073 258
VT 018 805	ED 072 299
VT 018 880	ED 072 308
VT 018 890	ED 073 272
VT 018 896	ED 073 275
VT 018 993	ED 073 288
VT 019 080	ED 073 296
VT 019 092	ED 073 308
VT 019 279	ED 073 318
VT 019 340	ED 073 324
VT 019 354	ED 073 325
VT 019 360	ED 074 218
VT 019 525	ED 075 576
VT 019 535	ED 074 250
VT 019 536	ED 074 251
VT 019 540	ED 074 255
VT 019 704	ED 074 265
VT 019 705	ED 074 266
VT 019 772	ED 074 289
VT 019 877	ED 075 611
VT 019 878	ED 075 612
VT 019 879	ED 075 613
VT 019 883	ED 076 746
VT 019 884	ED 076 747
VT 019 908	ED 075 621
VT 019 953	ED 075 637
VT 020 009	ED 075 648

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[1] THIS INDEX IS CUMULATED ANNUALLY FOR EACH VOLUME.

[2] ANY DOCUMENT WITH AN MP NUMBER IS AVAILABLE FROM EDRS BY USING THE APPROPRIATE MP NUMBER.

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ED NUMBERS OR MP NUMBERS CONVERTED TO VT NUMBERS

ED 062 565	VT 015 401
ED 064 515	VT 016 019
ED 065 668	VT 015 688
ED 065 671	VT 015 836
ED 065 674	VT 015 880
ED 065 713	VT 016 190
ED 065 719	VT 016 198
ED 065 721	VT 016 209
ED 065 722	VT 016 229
ED 065 724	VT 016 235
ED 065 732	VT 016 360
ED 066 555	VT 015 420
ED 066 574	VT 016 361
ED 066 575	VT 016 376
ED 066 576	VT 016 377
ED 066 605	VT 016 500
ED 067 469	VT 016 580
ED 067 490	VT 016 648
ED 067 508	VT 016 769
ED 067 509	VT 016 770
ED 068 622	VT 015 205
ED 068 627	VT 016 524
ED 068 634	VT 016 757
ED 068 641	VT 016 875
ED 068 650	VT 016 947
ED 068 653	VT 017 050
ED 068 664	VT 017 063
ED 068 672	VT 017 132
ED 068 674	VT 017 156
ED 068 675	VT 017 157
ED 068 677	VT 017 159
ED 068 678	VT 017 176
ED 068 679	VT 017 177
ED 068 680	VT 017 178
ED 068 681	VT 017 179
ED 068 684	VT 017 184
ED 068 685	VT 017 185
ED 068 689	VT 017 190
ED 068 695	VT 017 198
ED 068 717	VT 017 339
ED 068 719	VT 017 342
ED 068 720	VT 017 343
ED 068 721	VT 017 344
ED 068 723	VT 017 346
ED 068 724	VT 017 347
ED 068 725	VT 017 348
ED 068 735	VT 017 466
ED 069 847	VT 016 647
ED 069 865	VT 017 455
ED 069 870	VT 017 460
ED 069 876	VT 017 469
ED 069 881	VT 017 543
ED 069 882	VT 017 544
ED 069 891	VT 017 609
ED 069 897	VT 017 654
ED 069 905	VT 017 662
ED 069 906	VT 017 663
ED 069 917	VT 017 769
ED 069 918	VT 017 770
ED 069 919	VT 017 801
ED 069 920	VT 017 809
ED 069 930	VT 018 010
ED 069 931	VT 018 011
ED 070 836	VT 018 031
ED 070 837	VT 018 032
ED 070 838	VT 018 033
ED 070 839	VT 018 034
ED 070 845	VT 018 092
ED 070 901	VT 018 485
ED 072 180	VT 017 977
ED 072 182	VT 018 088
ED 072 183	VT 018 089
ED 072 187	VT 018 417
ED 072 188	VT 018 420
ED 072 195	VT 018 513
ED 072 197	VT 018 515
ED 072 201	VT 018 536
ED 072 203	VT 018 538
ED 072 210	VT 018 546
ED 072 244	VT 018 697
ED 072 245	VT 018 698
ED 072 246	VT 018 699
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ED 072 249	VT 018 731
ED 072 261	VT 018 745
ED 072 282	VT 018 769
ED 072 299	VT 018 805
ED 072 308	VT 018 880
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ED 073 227	VT 018 361
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ED 073 258	VT 018 787
ED 073 272	VT 018 890
ED 073 275	VT 018 896
ED 073 288	VT 018 993
ED 073 296	VT 019 080
ED 073 308	VT 019 092
ED 073 318	VT 019 279
ED 073 324	VT 019 340
ED 073 325	VT 019 354
ED 074 218	VT 019 360
ED 074 250	VT 019 535
ED 074 251	VT 019 536
ED 074 255	VT 019 540
ED 074 265	VT 019 704
ED 074 266	VT 019 705
ED 074 289	VT 019 772
ED 075 576	VT 019 525
ED 075 611	VT 019 877
ED 075 612	VT 019 878
ED 075 613	VT 019 879
ED 075 621	VT 019 908
ED 075 637	VT 019 953
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